

**BELMONT CITY COUNCIL
and
BELMONT FIRE PROTECTION DISTRICT BOARD**

Belmont City Hall
One Twin Pines Lane, Belmont, CA



**AGENDA
Tuesday, August 26, 2014**

7:00 P.M. REGULAR MEETING
(City Council Chambers)

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. REPORT FROM CLOSED SESSION**
- 4. SPECIAL PRESENTATIONS**
 - A. Recognition of the Belmont Blast U16 Girls Softball Team's accomplishment at the Western National Championships
 - B. Proclamation Honoring Police Corporal Bill McGuigan Upon His Retirement
 - C. Oath of Office for Fire Captain Brian Banks and Administrative Battalion Chief Kent Thrasher
- 5. PUBLIC COMMENTS AND ANNOUNCEMENTS**

This agenda category is limited to 15 minutes, with a maximum of 3 minutes per speaker, and is for items of interest not on the Agenda. If you wish to address the hearing body, please complete a Speaker's Card and give it to the City Clerk. If you wish to express an opinion on a non-agenda item without addressing the Council/Board, please fill out a "Comment Form" and give to the City Clerk.
- 6. COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS**
- 7. AGENDA AMENDMENTS (if any)**

8. **CONSENT CALENDAR**

Consent Calendar items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Council/Board or staff request specific items to be removed for separate action.

- A. Waive Further Reading of Proposed Ordinances
- B. Minutes of Special and Regular City Council Meeting of July 22, 2014
- C. Motion to Receive Monthly Financial Reports
- D. Resolution of the City Council Approving Procurement of Legal Services From Stubbs & Leone
- E. Resolution of the City Council Authorizing the Filing of an Application for the Regional Active Transportation Program (ATP) Assigned to the Metropolitan Transportation Commission (MTC), and Committing any Necessary Matching Funds and Stating the Assurance to Complete the Ralston Avenue Corridor Complete Streets Improvement Project
- F. Resolution of the City Council Authorizing the Filing of an Application for the Regional Active Transportation Program (ATP) Assigned to the Metropolitan Transportation Commission (MTC), and Committing any Necessary Matching Funds and Stating the Assurance to Complete the Old County Road Pedestrian and Bicycle Improvement Project
- G. Resolution of the City Council Approving Award of Contract to Express Plumbing for an Amount not to Exceed \$708,500, Approving a Construction Contingency not to Exceed \$70,850, and Authorizing the City Manager to Execute a Contract for the Ralston Avenue Sanitary Sewer Main Replacement Project (between Notre Dame Avenue and South Road), City Contract Number 2014-526
- H. Resolution of the City Council Authorizing a Service Agreement with CSG Consultants, Inc. for an amount not to Exceed \$126,000 for Management Services for the 2035 Belmont Village & General Plan Update Project
- I. Resolution of the City Council Accepting a Restrictive Covenant and an Associated Ownership/Open Space Management Plan for an Approved Floor Area Transfer Between a Sending Parcel (APN: 043-111-160) and Receiving Parcel (APN: 043-072-040) on Naughton Avenue
- J. Resolution of the City Council Authorizing a Service Agreement Amendment with Lamphier-Gregory, Environmental Consultants for an amount not to Exceed \$29,500 for Environmental Review Services for the Clear Channel Digital Electronic Billboard Project at 1385 Shoreway Road (Applicant Funded Study)
- K. Resolution of the City Council Authorizing a Purchase Order for Unleaded Gasoline and Diesel Fuel from Valley Oil Company for an Amount not to Exceed \$25,000

- L. Resolution of the City Council Authorizing the City Manager to Execute a Service Agreement with Associated Right of Way Services, Inc. for Program Development and Residential Relocation Assistance Services for Low-Moderate Income Housing Properties
- M. Resolution of the City Council Authorizing an Amendment to the Service Agreement for Park Impact Fee Study Services with SCI Consulting Group for an Amount Not to Exceed \$5,000
- N. Resolution of the Fire Protection District Approving the Salary, Benefits and Other Terms and Conditions of Employment for the Deputy Fire Chief, Administrative Battalion Chief and Training Fire Captain

ACTION: 1) Motion to approve the Consent Calendar.

9. HEARINGS

- A. Housing Element Update: Belmont Zoning Ordinance Amendments Necessary to Comply with the Belmont Housing Element 2007-2014 (Second Reading)

ACTION:

- 1) **Adopt ordinance amending sections of Ordinance 360 (Belmont Zoning Ordinance) as required to comply with state law; and,**
- 2) **Adopt resolution implementing a sewer priority policy for affordable housing developments.**

10. OTHER BUSINESS

- A. Resolution of the City Council Approving the Ralston Avenue Corridor Study and Transportation Improvements Plan as a Corridor Context Sensitive Plan

ACTION: 1) Motion to Approve Resolution

11. COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS

- A. Designating Voting Delegate and Alternate for League of California Cities Annual Conference

ACTION: 1) Motion to Appoint Delegate and Alternate

- B. Confirm Elected and Appointed Official Ethics Obligation Compliance and Continuing Appointments to Boards and Commissions

ACTION: 1) Motion to Confirm Appointments to Boards and Commissions

- C. Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments

D. Verbal Report from City Manager

12. PUBLIC COMMENTS AND ANNOUNCEMENTS (if any)

For comments that could not be covered in the initial comment period.

13. MATTERS OF COUNCIL INTEREST/CLARIFICATION

Items in this category are for discussion and direction to staff only. No final policy action will be taken by Council/Board.

14. ADJOURNMENT



If you need assistance to participate in this meeting, please contact the City Clerk at 650/595-7413. The speech and hearing-impaired may call 650/637-2999 for TDD services. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Meeting information can also be accessed via the internet at: www.belmont.gov. All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, Suite 375, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the meeting.

Meeting televised on Comcast Channel 27, and webstreamed via City's website at www.belmont.gov

CLOSED SESSION 6:30 p.m.

Council Present: Wright, Stone, Reed

Council Absent: Lieberman, Braunstein

ADJOURN 6:55 P.M.

AGENDA
Tuesday, July 22, 2014

7:00 P.M. REGULAR MEETING
(City Council Chambers)

CALL TO ORDER 7:03 p.m.

ROLL CALL

Council Present: Wright, Stone, Reed

Council Absent: Lieberman, Braunstein

PLEDGE OF ALLEGIANCE

Led by Riley Rowland, Belmont student.

REPORT FROM CLOSED SESSION

City Attorney Rennie stated there were no reportable actions from the Closed Session held earlier.

SPECIAL PRESENTATIONS

National Night Out 2014

Police Chief DeSmidt, Battalion Chief Thrasher, and City Clerk Cook described National Night out and outlined the 11 event locations for this year's event to be held on August 5.

Proclamation in Recognition of PG&E's "Call Before You Dig" Program

Bill Chiang, provided statistics regarding how many digging hits were experienced in San Mateo County in one year and the purpose of the program is to draw attention to this issue. He pointed out that concerns are not just for PG&E infrastructure, but other utilizes as well.

PUBLIC COMMENTS AND ANNOUNCEMENTS

Kathleen Beasley, update on Library programs going on during the summer and outlined changes in fines and fees. She announced the Friends of the Belmont Library summer book sale.

Perry Kennan, Belmont resident, spoke regarding the retirement of Fire Truck 14 from service. He

suggested placing roads on an upcoming City Council meeting.

COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS

Councilmember Reed announced that the August 12th council meeting is cancelled for a summer recess. He noted that the Elections Office is recruiting poll workers. He announced upcoming Movie Nights in Twin Pines Park.

COMMENTS ON CONSENT CALENDAR ITEMS

City Manager Scoles commented regarding the math correction to item 8-H (Resolution Authorizing the purchase of fifteen (15) AXON Flex Camera Video Recorder systems for the Belmont Police Department, and enter into an agreement for maintenance and support with TASER International, Inc.).

Perry Kennan, Belmont resident, commented regarding the Silicon Valley Clean Water Capital Improvement Plan (SVCW).. He expressed concerns regarding the 30 percent increase in the total project amount and its affect on the ratepayers.

Councilmember Reed requested that the SVCW General Manager come to a future meeting to discuss the increase and its implications. He thanked the Planning Commission for its efforts on the street light design project.

Mayor Lieberman advised that the SVCW General Manager has indicated his availability to come to a meeting to discuss the CIP. He explained that more projects have been identified as necessary.

ITEMS APPROVED ON CONSENT CALENDAR

Minutes of Adjourned Regular City Council Meeting of June 24, 2014, Special and Regular City Council Meeting of July 8, 2014, and Regular Belmont Fire Protection District Meeting of July 8, 2014

Informational Update on Financing Plan for Silicon Valley Clean Water Capital Improvement Plan

Resolution 2014-106 Approving a Memorandum of Understanding between the City of Belmont and the Belmont Police Officers Association for the Term July 1, 2014 through June 30, 2017

Resolution 2014-107 Authorizing a Purchase Order for the Printing of Three (3) Seasonal Activity Guide Publications in an Amount Not to Exceed \$22,000

Resolution 2014-108 Authorizing The Issuance Of A Purchase Order To Trivad, Inc., Procuring Network Disk Storage For An Amount Not To Exceed \$9,253

Resolution 2014-109 Confirming the Selection of the City-wide Street Lighting Design Guidelines

Resolution 2014-110 Authorizing the Issuance Of A Purchase Order To Loop1 Systems, Inc., Procuring Network Monitoring Software, Installation And Training For An Amount Not To Exceed \$6,753

Resolution 2014-111 Authorizing the purchase of fifteen (15) AXON Flex Camera Video Recorder systems for the Belmont Police Department, and enter into an agreement for maintenance and support with TASER International, Inc.

Resolution 2014-112 Authorizing City Manager to Execute a Service Agreement with Keyser Marston Associates for Housing and Downtown Economic Services for an Amount Not to Exceed \$35,000, and Economic Development Services as Needed

ACTION: On a motion by Councilmember Stone, seconded by Councilmember Wright, the Consent Agenda was unanimously approved (4-0, Braunstein absent).

OTHER BUSINESS

Housing Element Update: Belmont Zoning Ordinance Amendments Necessary to Comply with the Belmont Housing Element 2007-2014 (First Reading)

Management Analyst Rose explained the implementation process for adopting the ordinance and outlined the required programs and actions. She noted this item would be reviewed by the Planning Commission which would make a recommendation to the City Council regarding final adoption of the ordinance.

In response to Councilmember Stone's inquiry regarding emergency shelters, Management Analyst Rose explained that all cities are required to accommodate these. She described how the potential sites were identified as potentially being able to accommodate facilities should the need arise.

Jackson Rabinowitsh, Habitat for Humanity, expressed support for affordable home ownership. He recommended implementing incentives to assist in this goal.

Perry Kennan, Belmont resident, noted that the Housing Element will assist in moving forward with the update of the General Plan.

City Attorney Rennie explained that typographical errors would be fixed in the final version of the ordinance.

ACTION: On a motion by Councilmember Stone, seconded by Councilmember Wright, and unanimously approved to introduce the ordinance as proposed with amendments provided by City Attorney Rennie, to set the Public Hearing for adoption for August 26, 2014, which would include final adoption of the proposed resolution Adopting a Sewer Service Priority Policy. Motion passed 4-0 (Braunstein absent).

COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS

Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments

Councilmember Reed described a recent SVCW meeting that he attended.

Verbal Report from City Manager

City Manager Scoles introduced Kent Thrasher, the newly-appointed Administrative Battalion Chief. He noted the recent refunding of former Redevelopment Agency bonds which resulted in savings to both the City and the Belmont Fire Protection District. He described additional services available to residents from Recology, the City's trash provider. He stated that, to date, his office has received 26 of 31 fully executed Code of Conduct and Ethics, to be signed by all elected and appointed officials.

ADJOURNMENT at this time, being 8:05 p.m.

Memorandum



To: City Council
Finance Commission
CC: City Manager, City Clerk, City Treasurer and Department Heads
From: Thomas Fil, Finance Director
Date: August 5, 2014
Re: Monthly Financial Report–June 2014

Please find attached the monthly financial reports.

The financial results for the period are embodied in three separate reports:

- ❑ Performance at a Glance. This report measures performance in two important areas: General Fund balance 10 year trends and year to date revenues and expenditures on a budget to actual basis. These measurements are indicative of the City's general financial health and the ability to meet expected results. The financial highlights are provided.
- ❑ Fund Recap at a Glance. This report lists all year to date revenue and expenditure activity by fund. Furthermore, a comparison to budget is provided. This report is intended to highlight economic activity at the fund level and focus attention on budgetary compliance.
- ❑ Budget Variance Report. This report compares year to date budget against actual for each major revenue source and expenditure function. In addition, a chart of major tax revenues two year trends is presented with the management discussion and analysis.

The purchase and disbursements activity for the period are embodied in a single report:

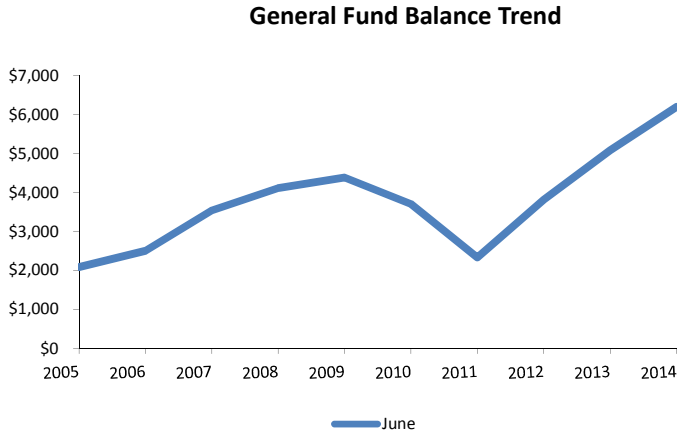
- ❑ Cash Disbursements and Purchase Order Activity Report. This report lists the disbursements and purchase orders issued for the amount equal to and above \$5,000 for the period.

Please feel free to call me at (650)595-7435, if you have any questions.

City of Belmont
Performance at a Glance
Results for the Period Ended June 30, 2014
(000's)

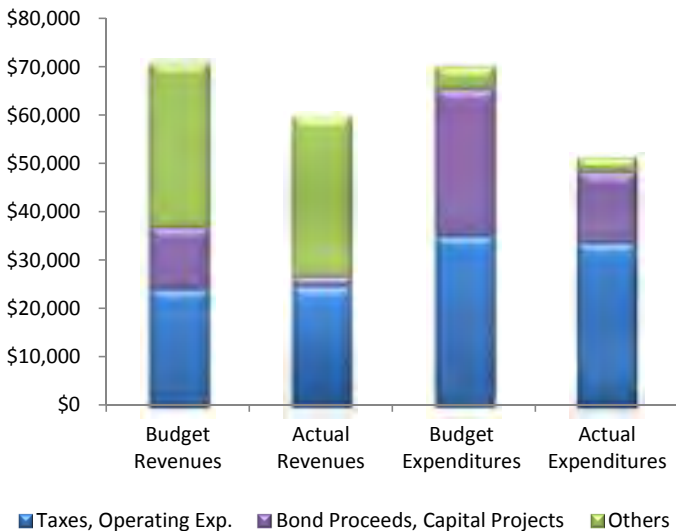
Preliminary Results (A)

General Fund Balance Trends



6/30/2004	\$2,083	Audited
6/30/2005	\$2,507	Audited
6/30/2006	\$3,544	Audited
6/30/2007	\$4,112	Audited
6/30/2008	\$4,388	Audited
6/30/2009	\$3,704	Audited
6/30/2010	\$2,329	Audited
6/30/2011	\$3,818	Audited
6/30/2012	\$5,085	Audited
6/30/2013	\$6,200	Audited
6/30/2014	\$8,204	Unaudited

Revenues & Expenditures (All Funds)
YTD Budget vs. YTD Actual



Revenues & Expenditures (All Funds)
YTD Budget vs. YTD Actual

	YTD Budget	YTD Actual	Favorable (Unfavorable) Variance
Revenues	\$70,802	\$59,689	(\$11,113)
Taxes	24,301	24,748	446
Bond Proceeds	12,753	2,052	(10,701)
Others	33,748	32,890	(858)
Expenditures	\$69,984	\$51,073	18,910
Operating	35,048	33,616	1,432
Capital Projects	30,253	14,451	15,802
Others	4,688	3,006	1,682
Net Change	\$818	\$8,616	\$7,799

General Fund

Through the final month of FY 2014 the General Fund balance has increased by \$2.0 million to \$8.2 million over the prior fiscal year end. In June, General Fund year-to-date (YTD) revenues of \$18.4 million are at 102% of the YTD budget. General Fund YTD expenditures of \$16.4 million are at 93% of the YTD budget.

Fund Balance - YTD Fund Deficits

As shown in the chart of Fund Recap at a Glance on page 3, the RDA Retirement Obligation Fund (Successor Agency) Trust Fund reflects a deficit of \$6.8 million, that due to the nature of the fund type, the entire outstanding debt balance is recorded and there are insufficient assets currently available to offset the liability; however, future receipts, both near and long-term, from the County Redevelopment Property Tax Trust Fund are expected to repay the bonds.

(A) Year-to-date amounts are preliminary and subject to review by the Auditors.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended June 30, 2014
(000's)

Fund	Fund Name	Audited Fund Balance 06/30/13 (1)	Revenues				Expenditures				Preliminary Results (A)		
			YTD	YTD	Variance	PY YTD	YTD	YTD	Variance	PY YTD	CY YTD	PY YTD	
			Budget	Actual	%	Actual	Budget	Actual	%	Actual	Fund Balance 06/30/14 (1)+(2)-(3)	Fund Balance 06/30/13	
GENERAL FUND													
101	General	\$6,200	\$18,062	\$18,390	102%	\$17,003	\$17,563	\$16,387	93%	\$15,887	\$ 8,204	\$ 6,200	
SPECIAL REVENUE FUNDS													
205	Recreation	0	2,182	2,042	94%	1,959	2,153	2,042	95%	1,959	0	0	
206	Library Maintenance/Operation	991	298	298	100%	298	361	336	93%	364	953	992	
207	Athletic Field Maintenance	118	70	105	150%	66	95	67	70%	37	156	118	
208	City Tree	232	8	98	1283%	111	35	18	52%	11	311	232	
210	Development Services	0	2,222	2,210	99%	1,958	2,225	2,210	99%	2,120	0	0	
212	General Plan	62	591	70	12%	49	600	33	5%	39	99	62	
223	Fire Protection District	4,421	8,630	8,764	102%	8,042	9,189	9,018	98%	7,976	4,167	4,421	
225	Police Grants and Donations	8	0	1	327%	1	4	4	100%	0	5	8	
227	Supplemental Law Enforcement	0	144	119	83%	133	119	119	100%	133	0	0	
229	Red Light Camera	141	90	87	97%	317	136	228	168%	210	0	141	
231	Street Maintenance	0	1,834	1,569	86%	1,431	1,984	1,569	79%	1,780	0	0	
234	Street Improvements	1,415	1,216	1,363	112%	1,059	2,893	1,238	43%	866	1,540	1,415	
235	Traffic Mitigation	48	0	0	22%	0	48	48	100%	50	(0)	48	
275	Affordable Housing Successor	55	119	109	92%	121	149	128	86%	81	37	55	
Total Special Revenue		7,491	17,405	16,836	97%	15,546	19,990	17,059	85%	15,626	7,268	7,492	
CAPITAL PROJECT FUNDS													
308	General Facilities	374	279	279	100%	205	138	117	85%	6	536	374	
310	Emergency Repair	333	0	0	55%	0	0	0	N/A	0	333	333	
312	Comcast PEG Program	366	0	0	54%	0	15	15	102%	0	351	366	
334	Hwy 101 Bike Bridge	0	0	1	N/A	578	0	1	N/A	578	0	0	
341	Planned Park	363	0	9	N/A	1	315	58	18%	114	314	363	
343	San Juan Canyon Open Space	(1,550)	1,937	2,050	106%	0	82	155	190%	41	344	(1,550)	
704	Special Assessment Districts	292	0	4	N/A	0	0	0	N/A	0	296	292	
Total Capital Projects		176	2,217	2,345	106%	785	550	346	63%	740	2,175	176	
DEBT SERVICE & OTHER FUNDS													
406	Library Bond Debt Service	322	661	661	100%	661	678	675	100%	674	308	322	
501-505	Sewer Collection System	8,104	7,711	8,194	106%	6,988	9,528	6,783	71%	6,684	9,514	8,104	
507	Sewer Treatment System	12,521	13,914	3,112	22%	3,109	10,091	422	4%	439	15,211	12,521	
525	Storm Drainage Enterprise	4,224	1,749	1,068	61%	1,255	1,594	1,237	78%	1,215	4,055	4,224	
530	Solid Waste Management	214	868	934	108%	836	650	526	81%	1,135	622	214	
570	Worker's Compensation	33	817	792	97%	706	817	741	91%	805	84	33	
571	Liability Insurance	462	303	303	100%	301	426	663	156%	375	102	463	
572	Self Funded Vision	0	32	32	100%	31	32	32	100%	31	0	0	
573	Fleet & Equipment Management	2,377	1,803	1,792	99%	1,829	2,644	2,052	78%	1,940	2,117	2,377	
574	Facilities Management	0	1,398	1,399	100%	1,304	1,434	1,399	98%	1,304	0	0	
575	Benefit Stabilization	57	901	852	95%	784	907	909	100%	881	0	57	
576	BFPD-Benefit Stabilization	0	211	209	99%	201	211	205	97%	201	4	0	
710	Net Six	379	160	166	104%	154	440	198	45%	184	348	379	
775	RDA Retirement Obligation Fund (Successor Agency)	(7,919)	2,590	2,603	101%	2,438	2,428	1,438	59%	1,612	(6,754)	(7,919)	
Total Debt & Other		20,774	33,118	22,118	67%	20,597	31,881	17,281	54%	17,478	25,612	22,341	
Total All Funds		\$34,642	\$70,802	\$59,689	84%	\$53,931	\$69,984	\$51,073	73%	\$49,731	\$ 43,258	\$36,210	

**City of Belmont
Budget Variance Report
General Fund / All Other Funds
for the Period Ended June 30, 2014**

	General Fund						All Other Funds					
	Year to Date (YTD)				Annual		Year to Date (YTD)				Annual	
	Budget	Actual	Variance	%	Budget	Actual	Budget	Actual	Variance	%	Budget	Actual
REVENUES												
Taxes	\$ 12,454,524	\$ 12,625,556	\$ 171,031	101	\$ 12,454,524	\$ 11,669,187	\$ 11,846,677	\$ 12,122,078	\$ 275,401	102	\$ 11,846,677	\$ 11,324,541
<i>Property Taxes</i>	6,374,087	6,451,474	77,387	101	6,374,087	-	11,243,080	11,388,011	144,931	101	11,243,080	10,612,774
<i>Sales Taxes</i>	2,031,789	2,064,064	32,275	102	2,031,789	-	603,597	734,067	130,470	122	603,597	711,768
<i>Other Taxes</i>	4,048,649	4,110,018	61,369	102	4,048,649	11,669,187						
Licenses and permits	773,613	879,644	106,031	114	773,613	764,818	709,443	786,146	76,703	111	709,443	678,431
Intergovernmental	271,352	299,895	28,543	111	271,352	304,221	1,642,645	1,644,420	1,775	100	1,642,645	1,880,887
Charge for services	3,827,454	3,836,536	9,082	100	3,827,454	3,697,960	20,519,202	21,063,544	544,342	103	20,519,202	19,106,933
Fines and forfeits	223,275	209,475	(13,800)	94	223,275	195,708	90,000	89,109	(891)	99	90,000	317,803
Use of money and property	293,613	303,771	10,158	103	293,613	268,473	475,296	592,756	117,460	125	475,296	551,309
Miscellaneous	210,000	100,269	(109,731)	48 a	210,000	102,718	737,194	740,922	3,728	101	737,194	697,404
Other financing sources	-	-	-	-	-	-	12,753,235	2,063,925	(10,689,310)	16 b	12,753,235	23,932
Operating transfers in	8,485	135,315	126,830		8,485	-	3,965,982	2,195,762	(1,770,220)	55 c	3,965,982	2,478,565
Total Revenues	\$ 18,062,316	\$ 18,390,461	\$ 328,144	102	\$ 18,062,316	\$ 17,003,085	\$ 52,739,674	\$ 41,298,662	\$ (11,441,013)	78	\$ 52,739,674	\$ 37,059,806
EXPENDITURES												
General government	4,200,192	3,967,086	233,105	94	4,200,192	4,001,342	4,841,229	4,412,189	429,039	91	4,841,229	4,163,272
Public safety	9,624,500	9,628,497	(3,997)	100	9,624,500	9,119,503	10,055,383	9,636,541	418,842	96	10,055,383	8,704,834
Streets and Utilities	-	-	-	-	-	-	25,318,910	11,161,830	14,157,080	44	25,318,910	12,141,671
Culture and recreation	1,604,889	1,573,551	31,338	98	1,604,889	1,578,717	4,721,986	4,398,252	323,733	93	4,721,986	3,950,707
Urban redevelopment	-	-	-	-	-	-	4,928,813	3,289,112	1,639,701	67	4,928,813	3,221,522
Debt service	-	-	-	-	-	-	678,318	675,053	3,266	100	678,318	674,436
Operating Transfer out	2,133,142	1,217,899	915,243	57	2,133,142	1,187,756	1,876,325	1,113,178	763,147	59	1,876,325	1,290,809
Total Expenditures	\$ 17,562,723	\$ 16,387,033	\$ 1,175,690	93	\$ 17,562,723	\$ 15,887,319	\$ 52,420,964	\$ 34,686,157	\$ 17,734,807	66	\$ 52,420,964	\$ 34,147,250
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 499,594	\$ 2,003,428	\$ 1,503,834		\$ 499,594	\$ 1,115,765	\$ 318,711	\$ 6,612,505	\$ 6,293,795		\$ 318,711	\$ 2,912,556

Management Discussion and Analysis

(Items with unfavorable budget variance more than \$0.1 million)

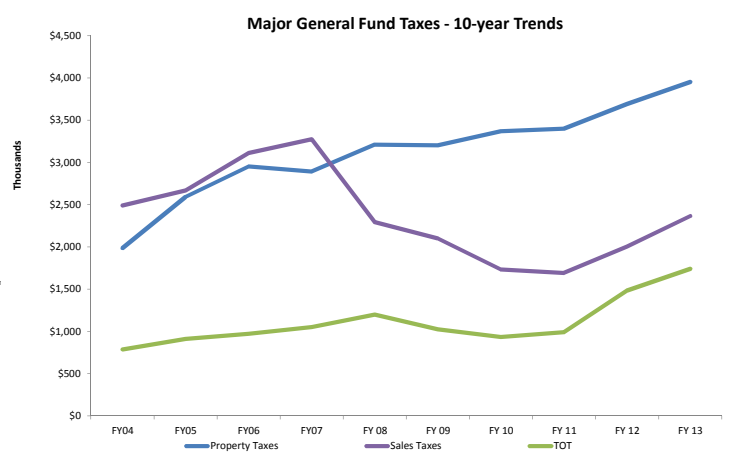
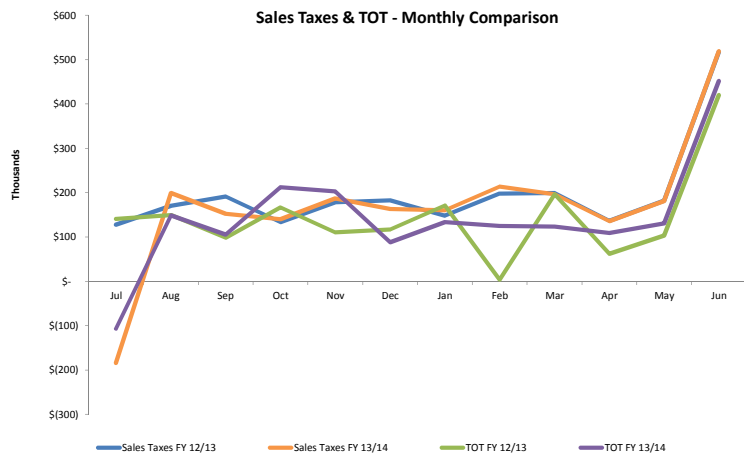
General Fund:

a) Miscellaneous – This shortfall includes a reimbursement for a budgeted project that has not yet occurred. Also includes Anticipated Budget Savings that will not be realized until the end of the

Other Funds:

- Revenues-
- b) Other Financing Sources – The budget assumed the issuance of the 2nd in the series of Sewer Treatment Bonds of \$10.8 million, did not occur in FY 14. Instead, the City used \$8.1 million in cash to settle obligations with the SVCW consistent with the City's capital finance plan.
- c) Operating Transfer In – The Mid-Year Review added a transfer from the General Fund to the General Plan Maintenance Fund of \$0.55 million. This transfer is on a reimbursement basis and no costs were incurred in FY 14.

Trends



City of Belmont
Disbursements & Purchase Order Activity Report
For the Period Ended June 30, 2014

Disbursements Amounts Equal to \$5,000 and Above

Vendor	Description	Date	No.	Amount
ALLIANT INSURANCE SERVICES	ALL RISK PROPERTY INSURANCE	6/20/2014	1067377	\$46,337.52
BAMACOR, INC.	CUSTODIAL SERVICES-VARIOUS SITES	6/6/2014	1067191	\$13,219.99
BAMACOR, INC.	CUSTODIAL SERVICES-VARIOUS SITES	6/27/2014	1067490	\$10,355.19
BAUER COMPRESSORS	MINI-UNICUS COMPRESSOR/STN. 14	6/20/2014	1067385	\$47,783.51
BELMONT FIRE DEPARTMENT EMPLOYEES	DIRECT DEPOSIT 6/13/14	6/13/2014	2416	\$83,035.87
BELMONT FIRE DEPARTMENT EMPLOYEES	DIRECT DEPOSIT 6/30/14	6/30/2014	2432	\$86,264.88
BELMONT REDWOOD SHORES SCHOOL	RALSTON SPORT SPRING REG. & WATER FOR FIELDS	6/6/2014	1067194	\$15,619.32
BFI WASTE SYSTEMS OF	3RD PMT OF BALANCING ACCT.	6/13/2014	1067285	\$75,000.00
BURKE, WILLIAMS & SORENSEN, LL	LEGAL SERVICES-LIABILITY CLAIM	6/20/2014	1067389	\$5,161.00
CALPERS	BFPD 457 CONTRIBUTIONS 5/30/14	6/10/2014	2412	\$5,293.40
CALPERS	CITY PERS CONTRIBUTION 5/30/14	6/10/2014	2413	\$130,534.52
CALPERS	BFPD 5/30/14 PERS CONTRIBUTION	6/10/2014	2414	\$31,285.98
CALPERS	CITY PERS CONTRIBUTION 6/13/14	6/19/2014	2421	\$131,475.38
CALPERS	BFPD PERS CONTRIBUTION 6/13/14	6/19/2014	2422	\$31,448.68
CALPERS	BFPD 457 CONTRIBUTIONS 6/13/14	6/19/2014	2423	\$5,293.40
CIGNA	LIFE & DISABILITY INSURANCE-APRIL TO JUNE	6/27/2014	1067497	\$19,984.56
CITY OF BELMONT EMPLOYEES	DIRECT DEPOSIT 6/13/14	6/13/2014	2415	\$345,632.36
CITY OF BELMONT EMPLOYEES	DIRECT DEPOSIT 6/30/14	6/30/2014	2431	\$355,028.72
COLANTUONO, HIGHSMITH & WHATLE	LEGAL SERVICES-LIABILITY CLAIM	6/20/2014	1067399	\$16,159.80
DELL	POLICE PATROL LAPTOPS	6/20/2014	1067406	\$33,859.23
DELTA DENTAL OF CALIFORNIA	JUNE 2014 DENTAL PREMIUMS	6/20/2014	1067407	\$19,104.48
DUKE'S ROOT CONTROL, INC.	ROOT FOAMING SEWER LINES	6/20/2014	1067411	\$41,516.40
GODBE RESEARCH	REV MEASURE FEASIBILITY STUDY	6/6/2014	1067212	\$10,315.00
GOLDFARB & LIPMAN	LEGAL SERVICES	6/6/2014	1067213	\$21,437.89
ICMA RETIREMENT TRUST 457	DEFERRED COMP PLAN-EE & ER	6/6/2014	1067222	\$36,635.47
ICMA RETIREMENT TRUST 457	DEFERRED COMP PLAN-EE & ER	6/20/2014	1067430	\$36,785.47
KAISER FOUNDATION HEALTH PLAN, MAX-R	HAZMAT PHYSICAL EXAMS	6/27/2014	1067519	\$7,176.00
MID-PENINSULA WATER DISTRICT	WASTE ENCLOSURES	6/20/2014	1067439	\$48,583.00
MITCHELL, BILL	WATER SERVICE-VAR ACCTS	6/27/2014	1067528	\$14,685.09
NASH, TERI	REIMB-2 80" TV/MONITORS-EOC	6/6/2014	EFT109	\$6,307.94
NAZARETH VISTA LLC	INSTRUCTOR PAYMENT	6/27/2014	EFT221	\$12,355.00
NBS/GOV'T FINANCE GROUP	JUNE SENIOR HOUSING	6/6/2014	1067235	\$12,210.00
ORACLE AMERICA, INC.	PROP 218 SWR RATE NOTICING SVC	6/6/2014	1067236	\$13,224.96
P.E.R.S. - HEALTH BENEFITS	REFUND BUS LICENSE TAX	6/20/2014	1067444	\$24,723.00
PG&E	JULY HEALTH PREMIUMS	6/27/2014	1067538	\$164,049.77
QSI 2011, INC.	GAS & ELECTRICITY-VARIOUS SITES	6/6/2014	1067244	\$22,139.49
SILICON VALLEY CLEAN WATER	LEGISTREAM AND MIGRATION	6/13/2014	1067346	\$11,358.00
SILICON VALLEY CLEAN WATER	CAPITAL FUNDING MATCH 3/20/14	6/6/2014	EFT111	\$6,868,625.73
SILICON VALLEY CLEAN WATER	JUNE CONTRIBUTIONS	6/13/2014	EFT129	\$205,885.17
SILICON VALLEY CLEAN WATER	BELMONT SHARE-ADMIN BLDG PROJ	6/27/2014	1067556	\$1,225,054.51
STAR VISTA	JAN - JUNE 2014 CONTRIBUTION	6/13/2014	1067359	\$13,164.50
TASER INTERNATIONAL	POLICE CAMERA SYSTEM, AXON FLEX	6/27/2014	1067566	\$17,924.73
TELECOMMUNICATIONS ENG. ASSOC.	FN6 BASE STATION MAINTENANCE	6/20/2014	1067463	\$8,537.00
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	BFPD EE & ER TAXES 5/30/14	6/3/2014	2438	\$22,835.43
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	CITY EE & ER TAXES 5/30/14	6/3/2014	2439	\$104,367.52
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	BFPD EE & ER TAXES 6/13/14	6/17/2014	2440	\$23,323.12
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	CITY EE & ER TAXES 6/13/14	6/17/2014	2441	\$108,056.66
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	BFPD EE & ER TAXES 6/30/14	6/30/2014	2446	\$24,216.75
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	CITY EE & ER TAXES 6/30/14	6/30/2014	2447	\$103,590.03
URS CORPORATION	PROFESSIONAL SERVICES-576-600 ECR/#26818952	6/13/2014	1067363	\$18,765.34
UTILITY TELEPHONE, INC.	TELEPHONE SERVICES-VARIOUS DEPARTMENTS	6/6/2014	1067261	\$14,737.76
WRECO	HILLMAN/RUTH ST IMPRMT/DESIGN	6/13/2014	1067371	\$19,145.97
Total Disbursements in Excess of \$5,000				\$10,769,610.49
Total Count				52

City of Belmont
Disbursements & Purchase Order Activity Report
For the Period Ended June 30, 2014

Disbursements Amounts Equal to \$5,000 and Above					
Vendor	Description	Date	No.	Amount	
Purchase Order Amounts Equal to \$5,000 and Above					
Vendor	Description	Date	No.	Amount	
AAA BUSINESS INTERIORS	FURNITURE-TWIN PINES SENIOR & COMMUNITY CENTER	6/10/2014	14 03552	\$30,430.00	
CANON SOLUTIONS AMERICA, INC.	PRINTER/SCANNER	6/10/2014	14 04857	\$9,374.69	
AMERICAN ASPHALT REPAIR AND	CCN2014-524 SLURRY SEAL	6/17/2014	14 04858	\$290,563.00	
WHITLOCK & WEINBERGER	RALSTON CORRIDOR STUDY	6/17/2014	14 04859	\$14,000.00	
BAYSIDE STRIPE & SEAL	THERMOPLASTIC STRIPING	6/17/2014	14 04860	\$23,042.00	
PRIORITY 1	OUTFIT K9 POLICE CAR	6/17/2014	14 04861	\$12,110.77	
BKF ENGINEERS	OCR/PED IMPRV/RALSTON PED	6/20/2014	14 04862	\$90,658.00	
Total Purchase Orders Issued in Excess of \$5,000				\$470,178.46	
			Total Count	7	

Memorandum



To: City Council
Finance Commission
CC: City Manager, City Clerk, City Treasurer and Department Heads
From: Thomas Fil, Finance Director
Date: August 15, 2014
Re: Monthly Financial Report–July 2014

Please find attached the monthly financial reports.

The financial results for the period are embodied in three separate reports:

- ❑ Performance at a Glance. This report measures performance in two important areas: General Fund balance 10 year trends and year to date revenues and expenditures on a budget to actual basis. These measurements are indicative of the City's general financial health and the ability to meet expected results. The financial highlights are provided.
- ❑ Fund Recap at a Glance. This report lists all year to date revenue and expenditure activity by fund. Furthermore, a comparison to budget is provided. This report is intended to highlight economic activity at the fund level and focus attention on budgetary compliance.
- ❑ Budget Variance Report. This report compares year to date budget against actual for each major revenue source and expenditure function. In addition, a chart of major tax revenues two year trends is presented with the management discussion and analysis.

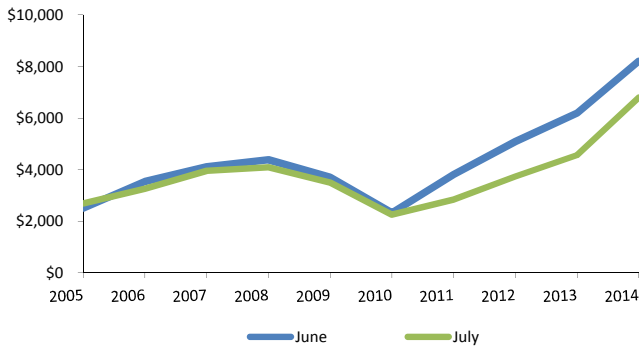
The purchase and disbursements activity for the period are embodied in a single report:

- ❑ Cash Disbursements and Purchase Order Activity Report. This report lists the disbursements and purchase orders issued for the amount equal to and above \$5,000 for the period.

Please feel free to call me at (650)595-7435, if you have any questions.

City of Belmont
Performance at a Glance
Results for the Period Ended July 31, 2014
(000's)

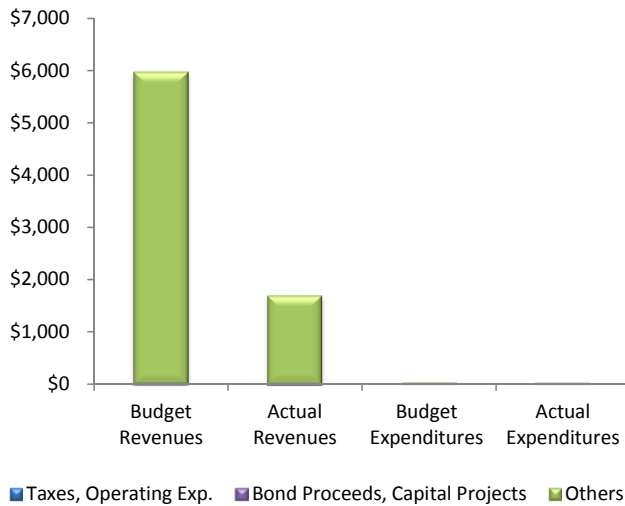
General Fund Balance Trend



General Fund Balance Trends

6/30/2005	\$2,507	Audited
6/30/2006	\$3,544	Audited
6/30/2007	\$4,112	Audited
6/30/2008	\$4,388	Audited
6/30/2009	\$3,704	Audited
6/30/2010	\$2,329	Audited
6/30/2011	\$3,818	Audited
6/30/2012	\$5,085	Audited
6/30/2013	\$6,200	Audited
6/30/2014	\$8,204	Unaudited
7/31/2014	\$6,802	Unaudited

Revenues & Expenditures (All Funds)
YTD Budget vs. YTD Actual



Revenues & Expenditures (All Funds)
YTD Budget vs. YTD Actual

	YTD Budget	YTD Actual	Favorable (Unfavorable) Variance
Revenues	\$5,972	\$1,682	(\$4,290)
Taxes	2	(0)	(2)
Bond Proceeds	1	(12)	(13)
Others	5,969	1,695	(4,274)
Expenditures	5,475	7,707	(2,233)
Operating	3	4	(0)
Capital Projects	7	3	4
Others	0	1	(0)
Net Change	\$497	(\$6,025)	(\$6,521)

General Fund

For the first month of FY 2015 the General Fund balance has decreased by \$1.4 million to \$6.8 million over the prior fiscal year end. In July, General Fund year-to-date (YTD) revenues of \$0.2 million are at 10% of the YTD budget. General Fund YTD expenditures of \$1.6 million are at 95% of the YTD budget.

Fund Balance - YTD Fund Deficits

As shown in the chart or Fund Recap at a Glance on page 3, the Recreation Fund, the Supplemental Law Enforcement Fund, and the Street Maintenance Fund have deficits that are expected to be eliminated in a future period. The Library Bond Debt Service Fund deficit is due to the combination of the timing difference in the semi-annual tax received in December and April and the 1st installment of semi-annual bond payments made in July. The Worker's Compensation Fund and Liability Insurance Fund deficits are from the payment of annual insurance premiums in July. The Self-Funded Vision Fund deficit is due to accruals of prior year reimbursements that will be reversed in a subsequent period. The Benefit Stabilization Fund deficit is expected to be eliminated in a future period. The RDA Retirement Obligation Fund (Successor Agency) Trust Fund reflects a deficit of \$8.1 million that due to the nature of the fund type, the entire outstanding debt balance is recorded and there are insufficient assets currently available to offset the liability; however, future receipts, both near and long-term, from the County Redevelopment Property Tax Trust Fund are expected to repay the bonds.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended July 31, 2014
(000's)

Fund	Fund Name	Unaudited	Revenues				Expenditures				CY YTD	PY YTD
		Fund Balance 06/30/14 (1)	YTD Budget	YTD Actual (2)	Variance %	PY YTD Actual	YTD Budget	YTD Actual (3)	Variance %	PY YTD Actual	Fund Balance 07/31/14 (1)+(2)-(3)	Fund Balance 07/31/13
GENERAL FUND												
101	General	\$8,204	\$1,567	\$156	10%	\$229	\$1,646	\$1,558	95%	\$1,363	\$ 6,802	\$ 5,066
SPECIAL REVENUE FUNDS												
205	Recreation	0	187	175	94%	147	187	199	107%	175	(24)	(28)
206	Library Maintenance/Operation	953	25	0	0%	0	28	25	92%	26	928	966
207	Athletic Field Maintenance	156	6	2	31%	2	3	3	87%	2	155	118
208	City Tree	311	2	2	73%	1	4	0	0%	0	313	232
210	Development Services	0	211	215	102%	171	218	179	82%	185	36	(14)
212	General Plan	99	49	47	96%	5	48	0	0%	11	146	56
223	Fire Protection District	4,167	758	169	22%	145	763	565	74%	567	3,771	3,999
225	Police Grants and Donations	5	0	0	0%	0	0	0	0%	0	5	8
227	Supplemental Law Enforcement	0	12	3	29%	(16)	12	12	102%	9	(9)	(25)
231	Street Maintenance	0	160	76	48%	93	163	208	128%	182	(132)	(89)
234	Street Improvements	1,540	191	42	22%	20	291	78	27%	64	1,505	1,371
275	Affordable Housing Successor	4,002	59	20	34%	7	61	4	6%	4	4,018	60
Total Special Revenue		11,233	1,659	751	45%	574	1,777	1,273	72%	1,224	10,712	6,655
CAPITAL PROJECT FUNDS												
308	General Facilities	536	0	0	N/A	19	5	(5)	-106%	0	542	392
310	Emergency Repair	333	56	56	100%	0	0	0	N/A	0	388	333
312	Comcast PEG Program	351	0	0	0%	0	2	0	0%	0	351	366
341	Planned Park	314	0	0	N/A	2	26	1	5%	0	313	365
343	San Juan Canyon Open Space	344	0	0	0%	0	5	0	1%	0	344	(1,550)
704	Special Assessment Districts	296	0	0	N/A	0	0	0	N/A	0	296	292
Total Capital Projects		2,175	56	56	100%	21	38	(4)	-10%	0	2,234	197
DEBT SERVICE & OTHER FUNDS												
406	Library Bond Debt Service	308	55	0	0%	0	56	451	801%	443	(143)	(121)
501-505	Sewer Collection System	9,641	1,425	12	1%	24	872	1,265	145%	967	8,387	8,268
507	Sewer Treatment System	6,866	260	0	0%	0	49	201	410%	196	6,665	12,785
525	Storm Drainage Enterprise	4,055	167	86	51%	98	167	123	74%	108	4,018	7,554
530	Solid Waste Management	622	42	7	17%	7	38	22	58%	40	607	581
570	Worker's Compensation	84	91	87	96%	67	69	714	1028%	709	(543)	(609)
571	Liability Insurance	102	36	51	144%	25	35	218	616%	170	(65)	318
572	Self Funded Vision	0	3	0	9%	3	3	1	35%	20	(1)	(17)
573	Fleet & Equipment Management	2,117	211	212	101%	148	306	303	99%	159	2,026	2,366
574	Facilities Management	0	137	133	97%	106	137	107	78%	98	25	8
575	Benefit Stabilization	0	75	73	97%	64	68	82	121%	79	(9)	42
576	BFPD-Benefit Stabilization	4	18	18	100%	0	18	4	21%	1	18	(1)
710	Net Six	348	14	42	300%	54	36	13	35%	11	377	422
775	RDA Retirement Obligation Fund (Successor Agency)	(6,754)	159	(1)	-1%	0	158	1,376	872%	1,301	(8,131)	(9,221)
Total Debt & Other		17,393	2,690	719	27%	596	2,014	4,881	242%	4,302	13,232	22,376
Total All Funds		\$39,005	\$5,972	\$1,682	28%	\$1,420	\$5,475	\$7,707	141%	\$6,890	\$ 32,980	\$34,293

City of Belmont
Budget Variance Report
General Fund / All Other Funds
for the Period Ended July 31, 2014
(000's)

	General Fund						All Other Funds					
	Year to Date (YTD)				Annual	PY YTD	Year to Date (YTD)				Annual	PY YTD
	Budget	Actual	Variance	%	Budget	Actual	Budget	Actual	Variance	%	Budget	Actual
REVENUES												
Taxes	\$ 1,078	\$ (315)	\$ (1,393)	(29) a	\$ 12,940	\$ (387)	\$ 983	\$ 42	\$ (941)	4 a	\$ 11,792	\$ 66
<i>Property Taxes</i>	549	188	(361)	34	6,589	13	924	(0)	(924)	(0)	11,084	27
<i>Sales Taxes</i>	178	(187)	(364)	(105)	2,133	(184)	59	42	(17)	71	708	39
<i>Other Taxes</i>	352	(316)	(668)	(90)	4,219	(216)	55	-	(55)		661	-
Licenses and permits	76	64	(13)	83	914	269	74	59	(15)	80	884	61
Intergovernmental	22	21	(2)	93	266	17	250	13	(237)	5 b	3,004	(146)
Charge for services	344	346	2	101	4,132	310	1,913	861	(1,052)	45 c	22,956	658
Fines and forfeits	19	6	(13)	31	229	8	-	-	-		-	-
Use of money and property	27	34	8	129	320	13	45	36	(9)	80	540	28
Miscellaneous	-	0	0		-	7	57	180	122	314	687	125
Other financing sources	-	-	-		-	-	754	6	(748)	1 d	9,043	0
Operating transfers in	-	-	-		-	-	329	329	(0)	100	3,954	285
Total Revenues	\$ 1,567	\$ 156	\$ (1,411)	10	\$ 18,802	\$ 237	\$ 4,460	\$ 1,526	\$ (2,934)	34	\$ 53,521	\$ 1,077
EXPENDITURES												
General government	418	357	61	85	5,019	337	483	1,319	(836)	273 e	5,800	1,119
Public safety	876	858	18	98	10,512	748	829	593	236	72	9,951	580
Streets and Utilities	-	-	-		-	-	1,483	1,794	(310)	121 f	17,799	1,428
Culture and recreation	156	148	9	94	1,876	127	403	338	65	84	4,832	309
Urban redevelopment	-	-	-		-	-	440	1,522	(1,082)	346 g	5,278	1,480
Debt service	-	-	-		-	-	56	451	(395)	801 h	676	443
Operating Transfer out	196	196	(0)	100	2,350	132	134	134	0	100	1,603	153
Total Expenditures	\$ 1,646	\$ 1,558	\$ 89	95	\$ 19,758	\$ 1,344	\$ 3,828	\$ 6,150	\$ (2,321)	161	\$ 45,941	\$ 5,511
EXCESS OF REVENUES OVER (UNDER)												
EXPENDITURES	\$ (80)	\$ (1,402)	\$ (1,322)		\$ (955)	\$ (1,107)	\$ 632	\$ (4,623)	\$ (5,255)		\$ 7,580	\$ (4,435)

Management Discussion and Analysis

(Items with unfavorable budget variance more than \$0.1 million)

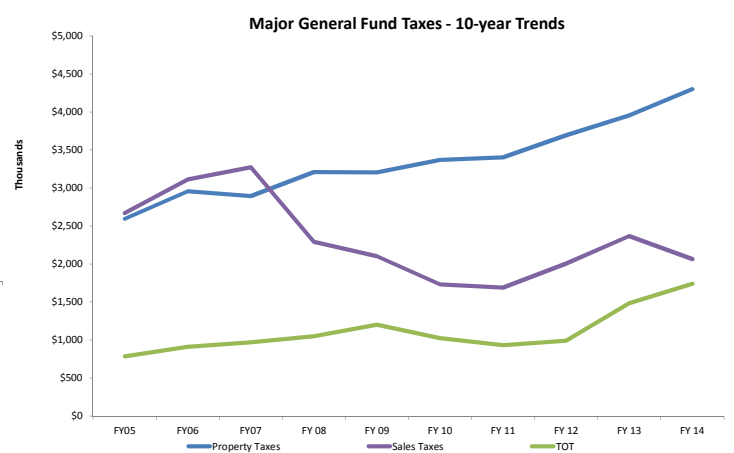
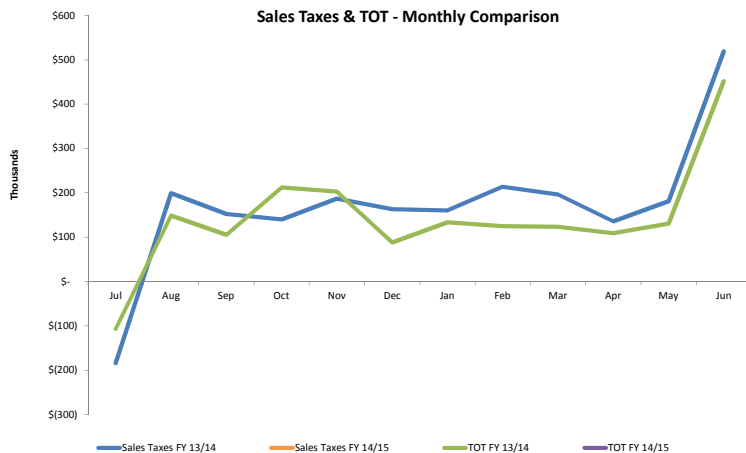
General Fund:

a) Taxes – The budget variance is primarily due to the timing of semi-annual property tax receipts received in December and April. In addition, the majority of Sales Tax and Transient Occupancy Taxes received in July are related to June activities, which are subject to accounting adjustment.

Other Funds:

- Revenues-
- b) Intergovernmental – The County Road Fund Contribution of \$0.3 million is received annually towards the end of the fiscal year. Federal and State grants of \$1.2 million will be received once the related Street Improvement projects occur. Other revenues are expected to be received in future periods.
- c) Charges for Services – The Sewer Use Fee (Collection & Treatment), budgeted for \$10.9 million, is included as part of the City's Property Tax bill to be received semi-annually, typically in April and December.
- d) Other Financing Sources – The budget assumed the issuance of Sewer Bond of \$9.0 million, which will occur in a future period.
- Expenditures-
- e) General Government – The Liability and Workers Compensation annual premiums of \$0.9 million was paid in July.
- f) Streets and Utilities – The semi-annual bond payments for the 2001 and 2006 Sewer Collection System and the 2009 Sewer Treatment Bonds were paid in July.
- g) Urban Redevelopment – The semi-annual bond payments on the 1996 and 1999 A/B RDA bonds were remitted in July.
- h) Debt Service – The semi-annual bond payment for the Library CFD Bonds was paid in July.

Trends



City of Belmont
Disbursements & Purchase Order Activity Report
For the Period Ended July 31, 2014

Disbursements Amounts Equal to \$5,000 and Above

Vendor	Description	Date	No.	Amount
ALLIANT INSURANCE SERVICES	LIABILITY INSURANCE COMMERCIAL PACKAGE	7/11/2014	1067701	\$44,258.00
ALLIANT INSURANCE SERVICES	INSURANCE EQUIPMENT FLOATER 7/1-7/1/15	7/25/2014	1067889	\$21,652.00
BELLECCI & ASSOCIATES, INC.	BELMONT PVMNT RECON PROJ/DSGN	7/3/2014	1067583	\$30,379.72
BELMONT FIRE EMPLOYEES	DIRECT DEPOSIT 7/15/14	7/15/2014	2469	\$106,442.79
BELMONT FIRE EMPLOYEES	DIRECT DEPOSIT 7/31/14	7/31/2014	2481	\$87,192.88
BELMONT REDWOOD SHORES SCHOOL	JUNE SCHOOL WATER	7/25/2014	1067895	\$5,648.21
BELMONT SAN CARLOS FIRE DEPT	APRIL-JUNE 2014 MEMBER CONTRIBUTION	7/18/2014	EFT255	\$59,489.00
BELMONT SAN CARLOS FIRE DEPT	JULY-SEPTEMBER 2014 MEMBER CONTRIBUTION	7/30/2014	EFT347	\$18,603.00
BNY MELLON	1996 BOND DEBT SERVICE	7/18/2014	2425	\$287,162.50
BNY MELLON	2001 BOND DEBT SERVICE	7/22/2014	2427	\$342,725.63
BNY MELLON	2006 BOND DEBT SERVICE	7/22/2014	2424	\$315,378.13
BNY MELLON	2004 BOND PAYMENT	7/25/2014	2430	\$447,081.25
BNY MELLON	2009 BOND DEBT SERVICE	7/25/2014	2426	\$336,340.63
BNY MELLON	1999A BOND PAYMENT	7/31/2014	2428	\$957,270.00
BNY MELLON	1999B BOND PAYMENT	7/31/2014	2429	\$443,651.25
BURKE, WILLIAMS & SORENSEN, LL	LEGAL SERVICES-LIABILITY CLAIM	7/25/2014	1067898	\$5,368.50
CALPERS	BFPD 457 CONTRIBUTION 6/30/14	7/21/2014	2477	\$5,293.40
CALPERS	BFPD PERS CONTRIBUTION 6/30/14	7/21/2014	2478	\$30,729.67
CALPERS	CITY PERS CONTRIBUTION 6/30/14	7/21/2014	2476	\$131,243.76
CALPERS (CERBT)	FY14 OPEB ARC CONTRIBUTION	7/18/2014	EFT247	\$282,560.83
CCAG	ASSESSMENT/CONGESTION FY14-15	7/25/2014	1067899	\$89,957.00
CENTRAL COUNTY FIRE DEPARTMENT	JOINT TRAINING/4TH QTR..	7/18/2014	1067781	\$21,444.50
COLANTUONO, HIGHSMITH & WHATLE	LEGAL SERVICES-LIABILITY CLAIM	7/30/2014	1067984	\$11,479.50
COMPUCOM	2014-2015 ENTERPRISE AGREEMENT	7/18/2014	1067787	\$45,301.69
CREEKSIDE GRILL	SENIOR MEALS FOR MAY & JUNE	7/25/2014	1067904	\$7,642.59
CRW SYSTEMS, INC.	TRAKIT SUPPORT AND SW	7/25/2014	1067905	\$15,000.00
CSAC EXCESS INS. AUTHORITY	WORKERS COMP AND LIABILITY INSURANCE	7/11/2014	1067707	\$814,862.00
CSG CONSULTANTS, INC.	BUILDING & FIRE PLAN REVIEW SERVICES	7/25/2014	1067906	\$7,332.53
DUGGER & ASSOCIATES	IT CONTRACT SERVICES FOR MAY & JUNE	7/18/2014	1067794	\$7,425.00
ESRI, INC.	ANNUAL MAIN SUPPORT	7/18/2014	1067797	\$8,636.52
FOOTSTEPS CHILDCARE	INSTRUCTOR PAYMENT	7/25/2014	EFT261	\$11,475.00
FOSTER CITY, CITY OF	APR-JUN QRTLY FIRE MANAGEMENT SERVICE AGREEMEN	7/18/2014	1067802	\$23,333.33
GATTON ELECTRIC, INC.	CORP YARD CANOPY LIGHTING	7/11/2014	1067715	\$9,990.47
GOLDFARB & LIPMAN	LEGAL SERVICES	7/3/2014	1067596	\$7,322.48
ICMA RETIREMENT 401A	DEFERRED COMP PLAN-EE & ER	7/18/2014	1067814	\$9,127.51
ICMA RETIREMENT TRUST 457	DEFERRED COMP PLAN-EE & ER	7/3/2014	1067607	\$36,785.47
ICMA RETIREMENT TRUST 457	DEFERRED COMP PLAN-EE & ER	7/18/2014	1067817	\$37,039.50
ICMA RETIREMENT TRUST 457	DEFERRED COMP PLAN-EE & ER	7/18/2014	1067816	\$10,719.78
IEDA, INC.	CITY LABOR RELATIONS	7/25/2014	1067923	\$9,437.50
INFOR PUBLIC SECTOR, INC.	ANNUAL SOFTWARE MAINTENANCE	7/18/2014	EFT250	\$40,091.44
KAISER FOUNDATION HEALTH PLAN,	HAZMAT PHYSICAL EXAMS	7/25/2014	1067925	\$5,069.00
KNAPP WOLLAM, ALLISON	PROFESSIONAL SERVICES-GENERAL PLAN UPDATE	7/11/2014	EFT241	\$5,000.00
LAMPHIER-GREGORY	PROFESSIONAL SERVICES-AUTOBAHN PROJECT	7/25/2014	1067927	\$6,383.23
MID-PENINSULA WATER DISTRICT	WATER SERVICE-VAR ACCTS	7/18/2014	1067832	\$18,469.25
MILLER, RALBE	SETTLEMENT OF ALL CLAIMS	7/25/2014	1067930	\$9,257.44
MISSION COMMUNICATIONS LLC	3-YR CELL DATA SRVS/SEWER PS)	7/25/2014	1067931	\$32,372.60
NAZARETH VISTA LLC	JULY SENIOR HOUSING	7/3/2014	1067617	\$12,210.00
NAZARETH VISTA LLC	AUGUST SENIOR HOUSING	7/30/2014	1068004	\$12,210.00
NBS/GOV'T FINANCE GROUP	STORM DR/SWR TAX ROLL 09/30/14	7/11/2014	1067738	\$10,663.58
NICOLAY CONSULTING GROUP	CITY OPEB ACTUARIAL VALUATION	7/25/2014	1067933	\$6,800.00
OVERLAND CONTRACTING INC.	REFUND-ENVIRONMENTAL FEES	7/11/2014	1067740	\$13,595.00

City of Belmont
Disbursements & Purchase Order Activity Report
For the Period Ended July 31, 2014

Disbursements Amounts Equal to \$5,000 and Above

Vendor	Description	Date	No.	Amount
P.E.R.S. - HEALTH BENEFITS	AUGUST HEALTH PREMIUMS	7/25/2014	1067938	\$160,722.73
PBIA	COB JULY 2014 DENTAL PREMIUMS	7/25/2014	1067941	\$18,546.50
PG&E	STREET LIGHTS	7/3/2014	1067622	\$28,275.94
PG&E	STREET LIGHTS	7/11/2014	1067742	\$7,831.16
PG&E	GAS & ELECTRICITY-VARIOUS SITES	7/30/2014	1068007	\$10,492.31
SAN CARLOS CHILDREN'S THEATER	INSTRUCTOR PAYMENTS	7/18/2014	1067854	\$6,188.00
SAN MATEO COUNTY CONTROLLER	APR-JUN QRTL FIRE SERVICE AGR	7/25/2014	1067948	\$9,114.50
SAN MATEO COUNTY PRE-HOSPITAL	FN6 COMM. SYS. EVAL. CONSULT	7/25/2014	1067949	\$29,496.59
SAN MATEO, CITY OF	APR-JUN QRTL FIRE MANAGEMENT SERVICE AGREEMEN	7/18/2014	1067861	\$46,666.66
SAN MATEO, CITY OF	SEWER SVC CHG FY13/14	7/25/2014	1067953	\$62,605.69
SCHAAF & WHEELER CONSULTING	STRM PS LID REPLCMT/CCN522	7/3/2014	1067628	\$5,519.00
SILICON VALLEY CLEAN WATER	JULY CONTRIBUTIONS	7/11/2014	EFT240	\$227,425.66
SILICON VALLEY CLEAN WATER	AUG 2014 CONTRIBUTION	7/30/2014	EFT344	\$227,425.66
TELECOMMUNICATIONS ENG. ASSOC.	BASE STATION RADIO EQUIPMENT	7/18/2014	1067863	\$10,287.00
U.S. BANK CORP PAYMENT SYSTEM	CREDIT CARDS-VARIOUS DEPARTMENTS	7/3/2014	1067631	\$16,077.38
U.S. BANK CORP PAYMENT SYSTEM	CREDIT CARDS-VARIOUS DEPARTMENTS	7/18/2014	1067869	\$12,752.87
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	BFPD EE & ER TAXES 7/15/14	7/16/2014	2490	\$37,868.29
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	CITY EE & ER TAXES 7/15/14	7/16/2014	2491	\$111,218.21
URS CORPORATION	PROFESSIONAL SERVICES	7/18/2014	1067872	\$10,658.66
UTILITY TELEPHONE, INC.	TELEPHONE SERVICES-VARIOUS DEPARTMENTS	7/11/2014	1067754	\$14,845.13
VALLEY OIL COMPANY	UNLEADED FUEL	7/3/2014	1067634	\$9,360.75
VALLEY OIL COMPANY	UNLEADED FUEL	7/11/2014	1067755	\$9,415.05
WHITLOCK & WEINBERGER	RALSTON CORRIDOR STUDY	7/11/2014	1067758	\$14,441.54
Total Disbursements in Excess of \$5,000				\$6,402,140.34
Total Count				74

Purchase Order Amounts Equal to \$5,000 and Above

Vendor	Description	Date	No.	Amount
INFOR PUBLIC SECTOR, INC.	ANNUAL SOFTWARE MAINTENANCE	7/8/2014	15 03563	\$40,092.00
DKF SOLUTIONS GROUP, LLC	PERFORM SSMP AUDIT UPDATE MRP REQUIREMENTS	7/14/2014	15 04864	\$5,000.00
CENTRAL COUNTY FIRE DEPARTMENT	FIRE FLEET MAINT SERVICE AGREEMENT	7/16/2014	15-01516	\$50,000.00
L.N. CURTIS & SONS	2ND TURNOUTS ORDER 9 - TURNOUT COATS/PANTS	7/28/2014	15-01517	\$21,336.75
QSI 2011, INC.	ANNUAL SOFTWARE MAINTENANCE & SUPPORT	7/17/2014	15-03577	\$10,555.96
TRIVAD	NETWORK BACKUP/RECOVERY INSTALL & 3YRS MAINT & SUPPORT	7/17/2014	15-03579	\$30,827.85
TRIVAD	NETGEAR READY NAS SERVER	7/29/2014	15-03582	\$9,352.20
LOOP1 SYSTEMS INC	SOLARWINDS INSTALL TRNG	7/31/2014	15-03583	\$6,752.50
MISSION COMMUNICATIONS LLC	3 YR CELL DATA SERVICE SEWER	7/16/2014	15-04863	\$32,373.00
VALLEY OIL COMPANY	OPEN PO - FUEL	7/28/2014	15-04865	\$25,000.00
HDR ENGINEERING INC	SOLID WASTE RATE REVIEW	7/31/2014	15-04866	\$24,540.00
Total Purchase Orders Issued in Excess of \$5,000				\$255,830.26
Total Count				11

CITY OF BELMONT TREASURER'S REPORT June-14



Agency Receipts and Disbursements Summary

	Beginning Balance June 1, 2014		Receipts		Disbursements		Ending Balance June 30, 2014
City of Belmont	\$29,573,938.64	\$	1,592,879.40	\$	(10,228,854.78)	\$	20,937,963.26
Belmont Fire Protection District	4,784,747.01		437,145.66		(924,923.42)		4,296,969.25
Fire Net 6 Communications JPA	389,087.28		39,435.75		(41,463.63)		387,059.40
Successor Agency of the RDA ¹	3,437,721.45		3,223,496.00		(1,374,655.78)		5,286,561.67
Total	\$38,185,494.38	\$	5,292,956.81	\$	(12,569,897.61)	\$	30,908,553.58

Balance Summary

		Deposit		Investments		Pool Total
City of Belmont, Belmont Fire Protection District, Fire Net 6 & Successor Agency of RDA	\$	91,861.53	\$	30,816,692.05	\$	30,908,553.58

¹ In accordance with ABX1 26, the Belmont Redevelopment Agency was dissolved January 31, 2012 and the Successor Agency to the former RDA was established on February 1, 2012.

I certify that this report accurately reflects all investments of City of Belmont, Belmont Fire Protection District, Net Six, and Successor Agency, and is in conformance with the adopted Investment Policy mandated by Government Code 53646. Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to meet the Agency's budgeted expenditure requirement for the next six months.

Respectfully Submitted,

John Violet
City Treasurer

**CITY OF BELMONT
TREASURER'S REPORT
June-14**

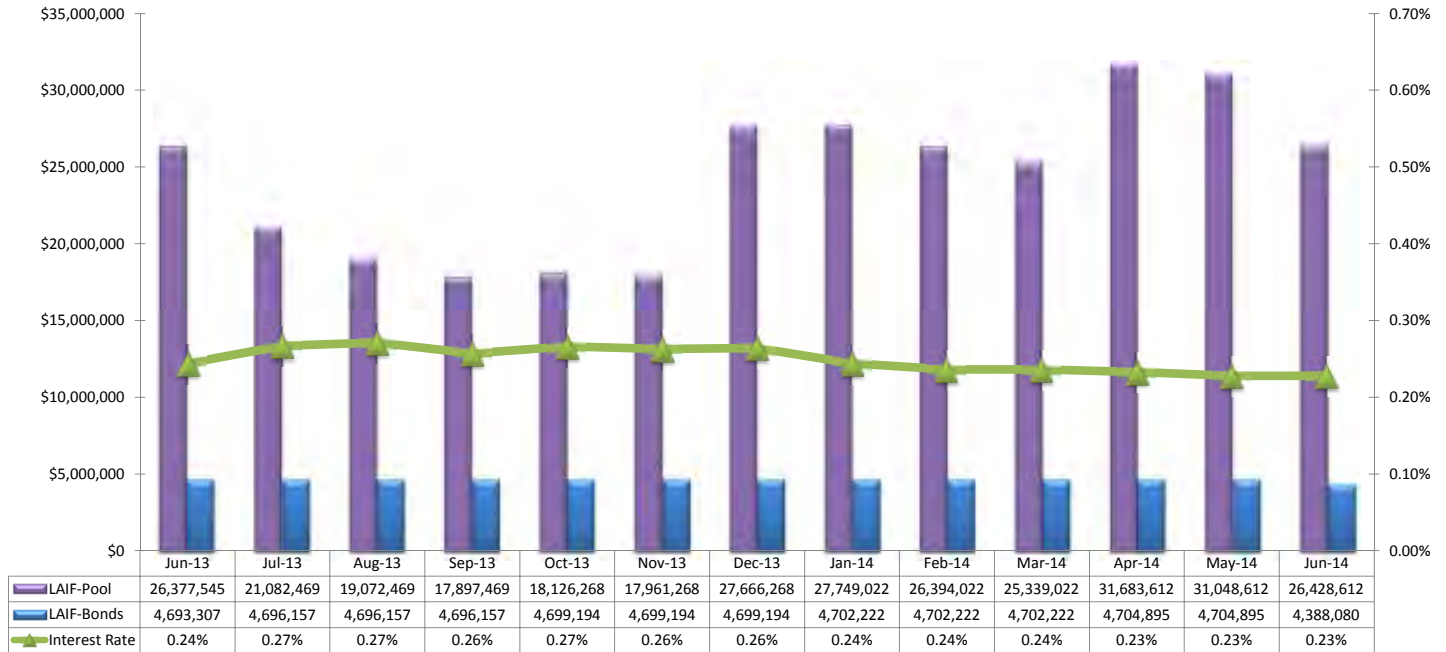


Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest	Total	Investment Period	Rate	Pricing Source	Manager
Deposit										
General Account	Wells Fargo	Daily	\$ 91,861.53	\$ 91,861.53					Bank	Bank
Investments:										
L.A.I.F.-POOL	State of California	Daily	26,428,611.80	26,436,507.35	5,021.44		90 days	0.228%	LAIF	LAIF
L.A.I.F.-BONDS**	State of California	Daily	4,388,080.25	4,389,391.19	833.74		90 days	0.228%	LAIF	LAIF
Total			\$ 30,908,553.58	\$ 30,917,760.07	\$ 5,855.17					

**L.A.I.F.-RDA Bond account was opened 12/99, Sewer Bond account was opened 12/01, Sewer Treatment Bond account was opened 3/10.

City of Belmont Investment Portfolio Trends



CITY OF BELMONT TREASURER'S REPORT July-14



Agency Receipts and Disbursements Summary

	Beginning Balance July 1, 2014		Receipts		Disbursements		Ending Balance July 31, 2014
City of Belmont	\$20,937,963.26	\$	4,765,996.51	\$	(9,250,734.95)	\$	16,453,224.82
Belmont Fire Protection District	4,296,969.25		403,695.68		(845,515.08)		3,855,149.85
Fire Net 6 Communications JPA	387,059.40		42,113.50		(43,735.25)		385,437.65
Successor Agency of the RDA ¹	5,286,561.67		-		(792,245.74)		4,494,315.93
Total	\$30,908,553.58	\$	5,211,805.69	\$	(10,932,231.02)	\$	25,188,128.25

Balance Summary

		Deposit		Investments		Pool Total
City of Belmont, Belmont Fire Protection District, Fire Net 6 & Successor Agency of RDA	\$	383,677.00	\$	24,804,451.25	\$	25,188,128.25

¹ In accordance with ABX1 26, the Belmont Redevelopment Agency was dissolved January 31, 2012 and the Successor Agency to the former RDA was established on February 1, 2012.

I certify that this report accurately reflects all investments of City of Belmont, Belmont Fire Protection District, Net Six, and Successor Agency, and is in conformance with the adopted Investment Policy mandated by Government Code 53646. Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to meet the Agency's budgeted expenditure requirement for the next six months.

Respectfully Submitted,

John Violet
City Treasurer

CITY OF BELMONT TREASURER'S REPORT July-14

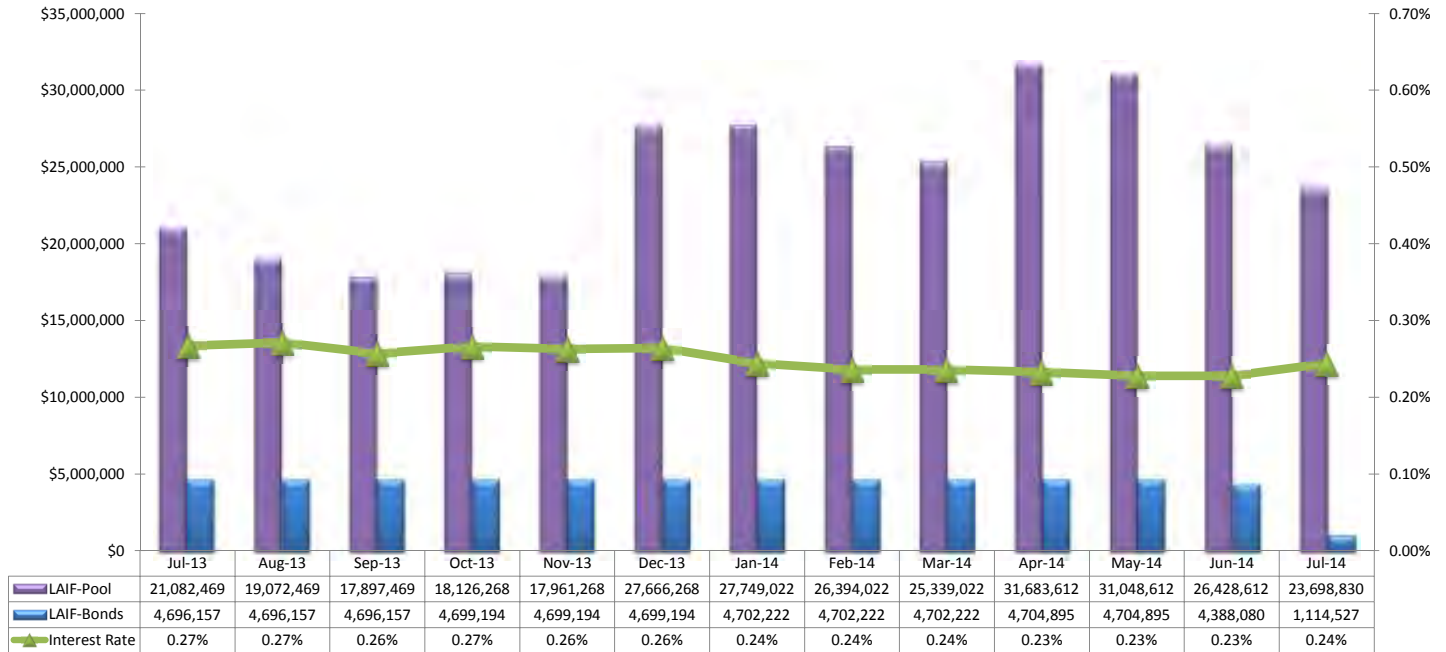


Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest	Total	Investment Period	Rate	Pricing Source	Manager
Deposit										
General Account	Wells Fargo	Daily	\$ 383,677.00	\$ 383,677.00					Bank	Bank
Investments:										
L.A.I.F.-POOL	State of California	Daily	23,689,924.58	23,697,001.94	4,816.95		90 days	0.244%	LAIF	LAIF
L.A.I.F.-BONDS**	State of California	Daily	1,114,526.67	1,114,859.63	226.62		90 days	0.244%	LAIF	LAIF
Total			\$ 25,188,128.25	\$ 25,195,538.58	\$ 5,043.57					

**L.A.I.F.-RDA Bond account was opened 12/99, Sewer Bond account was opened 12/01, Sewer Treatment Bond account was opened 3/10.

City of Belmont Investment Portfolio Trends





STAFF REPORT

Meeting Date: August 26, 2014

Agenda Item # 8-D

Agency: City of Belmont
Staff Contact: Scott Rennie, City Attorney, (650) 595-7408, srennie@belmont.gov
Agenda Title: Procurement of Legal Services From Stubbs & Leone
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Attorney to procure legal services from Stubbs & Leone at the rates set forth in the attachment to the resolution.

Background

From time to time the City has need of legal services related to municipal law issues, and in particular related to civil litigation matters, that are highly technical and require the services of legal practitioners with particular expertise. Staff requests that the City Council authorize the procurement of such legal services on an as needed basis from the law firm of Stubbs & Leone at the rates set forth in Attachment 1 to the proposed resolution accompanying this report, and contingent upon the availability of existing funds.

Analysis

The sources of funds that may be used for payment of legal services will vary dependent on the matter at issue. This request for authorization to procurement of legal services is limited to the amount of available funds appropriated within the budget for litigation, or in the case of advice, the particular subject matter.

Alternatives

1. Deny the requested authority.
2. Continue the item for further discussion.

Attachments

A. Resolution

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☒ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☐ Posting of Agenda
☐ Other*

RESOLUTION NO. 2014-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
AUTHORIZING PROCUREMENT OF LEGAL SERVICES FROM STUBBS & LEONE**

WHEREAS, the City has need from time to time of legal services related to municipal law issues and in particular to civil litigation and other municipal law matters; and,

WHEREAS, the law firm of Stubbs & Leone have demonstrated expertise in these fields; and,

WHEREAS the authorization granted herein for procurement of legal services is limited to the amount of available funds appropriated within a fiscal year budget for that purpose;

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Attorney is authorized to retain the law firm of Stubbs & Leone to provide legal services at the rates set forth in Attachment 1. This authorization is limited to the amount of available funds appropriated within a fiscal year budget for that purpose.

* * *

ADOPTED August 26, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

Attachment 1
Resolution No. __

Stubbs & Leone Billing Rates

For Consultant's team of attorneys authorized to perform legal services, the corresponding billing rate for each are as follows:

- (1) For employment, civil rights and complex litigation, and for general advice:

Shareholders (Partners) and senior attorneys (10+years of litigation experience)	\$225
Associates:	\$200
Paralegals	\$100

- (2) For general liability litigation such as trip and falls, inverse condemnation, etc.:

Shareholders (Partners) and senior attorneys (10+years of litigation experience)	\$205
Associates:	\$185
Paralegals	\$90

The Consultant may revise the billing rates set forth above not earlier than July 1, 2015 and not more than once per fiscal year (July 1 to June 30) thereafter, by providing at least 30 days prior written notice to the City. The amount of any such increase shall not exceed the lesser of: (a) 3%, or (b) the annual percentage increase in the Consumer Price Index for San Francisco-Oakland-San Jose.

Billing shall be provided in increments not greater than 1/10th of an hour.

Unless specifically authorized by a Task Order, or unless the Consultant obtains prior approval from the City's Authorized Representative, the Consultant will not bill the City for:

- (1) Conducting discovery, motion work, or pleadings.
- (2) More than one attorney attending a meeting or other proceeding.
- (3) Internal administrative costs such as secretarial services, word processing, local telephone service, computer assisted research, or general overhead.
- (4) Travel expenses outside the Bay Area.
- (5) An annual audit letter (if requested by the City or its auditor).

In addition to billing for services based on the hourly rates set forth above, the Consultant is authorized to bill the City for reimbursement of its actual costs directly related to the services; provided that the total billing (for hourly services and reimbursable costs) shall not exceed the amount identified in each Task Order, and provided that the Consultant either: (a) obtains the

approval of the City's Authorized Representative prior to incurring the costs, or (b) the costs fall into one of the following categories:

- (1) Travel expenses within the Bay Area.
- (2) Court costs, such as filing fees.
- (3) Service of process.
- (4) Court reporter fees.
- (5) Expert witnesses, consultants, or investigators.
- (6) Copying costs, at \$0.10 per page.
- (7) Actual costs of mailing.



STAFF REPORT

Meeting Date: August 26, 2014

Agenda Item #8E

Agency: City of Belmont

Staff Contact: Bozhena Palatnik, Public Works, 595-7463, bpalatnik@belmont.gov

Agenda Title: Authorizing the Filing of a Grant Application for the Ralston Avenue Corridor Complete Streets Improvement Project

Agenda Action: Resolution

Recommendation

Approve a resolution authorizing staff to file a grant application for the Regional Active Transportation Program (ATP) assigned to the Metropolitan Transportation Commission (MTC) and committing any necessary matching funds and stating the assurance to complete the Ralston Avenue Corridor Complete Streets Improvement Project.

Background

On May 22, 2014, MTC issued a call for the Regional Active Transportation Program (ATP) grants in the Bay Area for projects that would encourage increased use of active modes of transportation, such as biking and walking. The ATP consolidates various federal and state transportation programs into a single program with a focus in active transportation.

The project includes a series of multi-modal transportation improvements to the corridor, with an improved bicycle and pedestrian connectivity, safety for all users, and mobility. Vehicular improvements are intended to help facilitate a smooth, less congested flow of traffic, which in turn has traffic calming affects that also benefit pedestrian and bicycle activity as well as transit operations. These improvements will be based on the Ralston Avenue Corridor Study to be considered by the City Council on the same agenda.

Analysis

On July 24, 2014, staff submitted a Regional ATP grant application to complete the Ralston Avenue Corridor Complete Streets Improvement Project. The ATP requires a resolution from the sponsoring agency committing a local match in the amount of 11.47% of the overall project cost. The requested ATP funds for the Ralston Avenue Corridor Complete Streets Improvement Project were in the amount of \$7,886,000 and the local matching funds to be provided by the City of Belmont are in the amount of \$1,022,000.

Alternatives

1. Take No Action
2. Refer back to staff for further information

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: Account #234-3-730-3208-9030, Street Improvement Measure A

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE FILING OF A GRANT APPLICATION FOR THE REGIONAL ACTIVE TRANSPORTATION PROGRAM (ATP) ASSIGNED TO THE METROPOLITAN TRANSPORTATION COMMISSION (MTC), COMMITTING ANY NECESSARY MATCHING FUNDS AND STATING THE ASSURANCE TO COMPLETE THE RALSTON AVENUE CORRIDOR COMPLETE STREETS IMPROVEMENT PROJECT

WHEREAS, the City of Belmont (herein referred to as APPLICANT) is submitting an application to the Metropolitan Transportation Commission (MTC) for \$7,886,000 in funding assigned to MTC for programming discretion, which includes federal funding administered by the Federal Highway Administration (FHWA) and federal or state funding administered by the California Transportation Commission (CTC) such as Surface Transportation Program (STP) funding, Congestion Mitigation and Air Quality Improvement (CMAQ) funding, Transportation Alternatives (TA)/Active Transportation Program (ATP) funding, and Regional Transportation Improvement Program (RTIP) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the Ralston Avenue Corridor Complete Streets Improvement Project (herein referred to as PROJECT) for the Regional Active Transportation Program (herein referred to as PROGRAM); and,

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (Public Law 112-141, July 6, 2012) and any extensions or successor legislation for continued funding (collectively, MAP 21) authorize various federal funding programs including, but not limited to the Surface Transportation Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives Program (TA) (23 U.S.C. § 213); and,

WHEREAS, state statutes, including California Streets and Highways Code §182.6, §182.7, and §2381(a)(1), and California Government Code §14527, provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and,

WHEREAS, pursuant to MAP-21, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal or state funds for a regionally-significant project shall submit an application first with the appropriate MPO, or RTPA, as applicable, for review and inclusion in the federal Transportation Improvement Program (TIP); and,

WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and,

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of REGIONAL DISCRETIONARY FUNDING; and,

WHEREAS, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING; and,

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

1. The commitment of any required matching funds; and,
2. That the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and,
3. That the PROJECT will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and,
4. The assurance of the sponsor to complete the PROJECT as described in the application, subject to environmental clearance, and if approved, as included in MTC's federal Transportation Improvement Program (TIP); and,
5. That the PROJECT will have adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and, that the PROJECT will comply with all project-specific requirements as set forth in the PROGRAM; and,
6. That APPLICANT has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, and Caltrans. FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and,
7. In the case of a transit project, the PROJECT will comply with MTC Resolution No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region; and,
8. In the case of a highway project, the PROJECT will comply with MTC Resolution No. 4104, which sets forth MTC's Traffic Operations System (TOS) Policy to install and activate TOS elements on new major freeway projects; and,
9. In the case of an RTIP project, state law requires PROJECT be included in a local congestion management plan, or be consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and,

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

WHEREAS, that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and,

WHEREAS, there is no legal impediment to APPLICANT making applications for the funds; and,

WHEREAS, there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and,

WHEREAS, APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and,

WHEREAS, MTC requires that a copy of this resolution be transmitted to the MTC in conjunction with the filing of the application.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The APPLICANT is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under MAP-21 or continued funding.

SECTION 2. APPLICANT will provide any required matching funds.

SECTION 3. APPLICANT understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING.

SECTION 4. APPLICANT understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation and transit projects, and has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans. FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT.

SECTION 5. The PROJECT will be implemented as described in the complete application and in this resolution, subject to environmental clearance, and, if approved, for the amount approved by MTC and programmed in the federal TIP.

SECTION 6. APPLICANT has reviewed the PROJECT and has adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application.

SECTION 7. The PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM.

SECTION 8. In the case of a transit project, APPLICANT agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution No. 3866, revised.

SECTION 9. In the case of a highway project, APPLICANT agrees to comply with the requirements of MTC's Traffic Operations System (TOS) Policy as set forth in MTC Resolution No. 4104.

SECTION 10. In the case of an RTIP project, PROJECT is included in a local congestion management plan, or is consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency.

SECTION 11. APPLICANT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects.

SECTION 12. APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT.

SECTION 13. There is no legal impediment to APPLICANT making applications for the funds.

SECTION 14. There is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT.

SECTION 15. APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution.

SECTION 16. A copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application.

SECTION 17. The MTC is requested to support the application for the PROJECT described in the resolution, and if approved, to include the PROJECT in MTC's federal TIP upon submittal by the project sponsor for TIP programming.

* * *

ADOPTED August 26, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: August 26, 2014

Agenda Item #8F

Agency: City of Belmont

Staff Contact: Gilbert Yau, Public Works, 595-7467, gyau@belmont.gov

Agenda Title: Authorizing the Filing of a Grant Application for the Old County Road Bike and Pedestrian Improvement Project

Agenda Action: Resolution

Recommendation

Approve a resolution authorizing staff to file a grant application for the Regional Active Transportation Program (ATP) assigned to the Metropolitan Transportation Commission (MTC) and committing any necessary matching funds and stating the assurance to complete the Old County Road Bike and Pedestrian Improvement Project.

Background

On May 22, 2014, MTC issued a call for the Regional Active Transportation Program (ATP) grants in the Bay Area for projects that would encourage increased use of active modes of transportation, such as biking and walking. The ATP consolidates various federal and state transportation programs into a single program with a focus on active transportation projects.

The proposed Old County Road Bike and Pedestrian Improvement Project will install new sidewalks where there are currently gaps; repair sidewalks in poor condition, and modify existing driveways to meet ADA compliance. The proposed project will provide approximately 2500 LF of bike facilities, 2,000 LF of sidewalk improvements including the modification of 60 driveways for ADA compliance along Old County Road between Ralston Avenue and the San Mateo City limits.

Analysis

On July 24, 2014, staff submitted a Regional ATP grant application to complete the Old County Road Bike and Pedestrian Improvement Project. The ATP requires a resolution from the sponsoring agency committing a minimum local match in the amount of 11.47% of the overall project cost. The requested ATP funds for the Old County Road Bike and Pedestrian Improvement Project were in the amount of \$900,000 and the local matching funds to be provided by the City of Belmont are in the amount of \$450,000, which is more than the minimum required.

Alternatives

1. Take No Action
2. Refer back to staff for further information

Attachments

- A. Resolution
- B. Project Overview

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: Account #234-3-730-3100-9030/Street Improvement Measure A

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE FILING OF A GRANT APPLICATION FOR THE REGIONAL ACTIVE TRANSPORTATION PROGRAM (ATP) ASSIGNED TO THE METROPOLITAN TRANSPORTATION COMMISSION (MTC), COMMITTING ANY NECESSARY MATCHING FUNDS AND STATING THE ASSURANCE TO COMPLETE THE OLD COUNTY ROAD BIKE AND PEDESTRIAN IMPROVEMENT PROJECT

WHEREAS, the City of Belmont (herein referred to as APPLICANT) is submitting an application to the Metropolitan Transportation Commission (MTC) for \$900,000 in funding assigned to MTC for programming discretion, which includes federal funding administered by the Federal Highway Administration (FHWA) and federal or state funding administered by the California Transportation Commission (CTC) such as Surface Transportation Program (STP) funding, Congestion Mitigation and Air Quality Improvement (CMAQ) funding, Transportation Alternatives (TA)/Active Transportation Program (ATP) funding, and Regional Transportation Improvement Program (RTIP) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the Old County Road Bike and Pedestrian Improvement Project (herein referred to as PROJECT) for the Regional Active Transportation Program (herein referred to as PROGRAM); and,

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (Public Law 112-141, July 6, 2012) and any extensions or successor legislation for continued funding (collectively, MAP 21) authorize various federal funding programs including, but not limited to the Surface Transportation Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives Program (TA) (23 U.S.C. § 213); and,

WHEREAS, state statutes, including California Streets and Highways Code §182.6, §182.7, and §2381(a)(1), and California Government Code §14527, provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and,

WHEREAS, pursuant to MAP-21, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal or state funds for a regionally-significant project shall submit an application first with the appropriate MPO, or RTPA, as applicable, for review and inclusion in the federal Transportation Improvement Program (TIP); and,

WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and,

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of REGIONAL DISCRETIONARY FUNDING; and,

WHEREAS, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING; and,

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

1. The commitment of any required matching funds; and,
2. That the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and,
3. That the PROJECT will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and,
4. The assurance of the sponsor to complete the PROJECT as described in the application, subject to environmental clearance, and if approved, as included in MTC's federal Transportation Improvement Program (TIP); and,
5. That the PROJECT will have adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and, that the PROJECT will comply with all project-specific requirements as set forth in the PROGRAM; and,
6. That APPLICANT has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, and Caltrans. FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and,
7. In the case of a transit project, the PROJECT will comply with MTC Resolution No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region; and,
8. In the case of a highway project, the PROJECT will comply with MTC Resolution No. 4104, which sets forth MTC's Traffic Operations System (TOS) Policy to install and activate TOS elements on new major freeway projects; and,
9. In the case of an RTIP project, state law requires PROJECT be included in a local congestion management plan, or be consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and,

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

WHEREAS, that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and,

WHEREAS, there is no legal impediment to APPLICANT making applications for the funds; and,

WHEREAS, there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and,

WHEREAS, APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and,

WHEREAS, MTC requires that a copy of this resolution be transmitted to the MTC in conjunction with the filing of the application.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The APPLICANT is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under MAP-21 or continued funding.

SECTION 2. APPLICANT will provide any required matching funds.

SECTION 3. APPLICANT understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING.

SECTION 4. APPLICANT understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation and transit projects, and has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans. FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT.

SECTION 5. The PROJECT will be implemented as described in the complete application and in this resolution, subject to environmental clearance, and, if approved, for the amount approved by MTC and programmed in the federal TIP.

SECTION 6. APPLICANT has reviewed the PROJECT and has adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application.

SECTION 7. The PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM.

SECTION 8. In the case of a transit project, APPLICANT agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution No. 3866, revised.

SECTION 9. In the case of a highway project, APPLICANT agrees to comply with the requirements of MTC's Traffic Operations System (TOS) Policy as set forth in MTC Resolution No. 4104.

SECTION 10. In the case of an RTIP project, PROJECT is included in a local congestion management plan, or is consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency.

SECTION 11. APPLICANT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects.

SECTION 12. APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT.

SECTION 13. There is no legal impediment to APPLICANT making applications for the funds.

SECTION 14. There is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT.

SECTION 15. APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution.

SECTION 16. A copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application.

SECTION 17. The MTC is requested to support the application for the PROJECT described in the resolution, and if approved, to include the PROJECT in MTC's federal TIP upon submittal by the project sponsor for TIP programming.

* * *

ADOPTED August 26, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

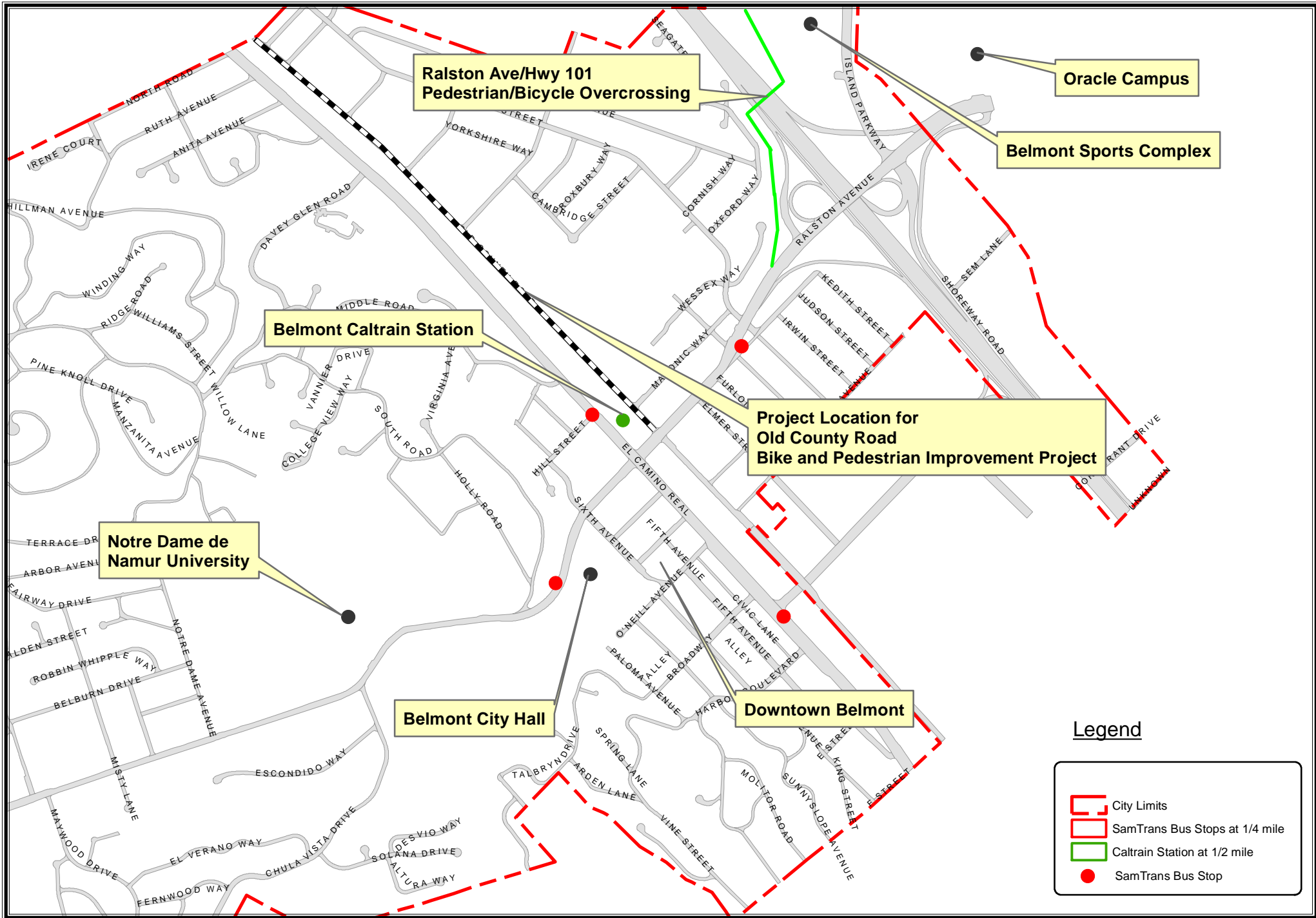
ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



N
1 INCH = 1,000 FEET
MAY 2014

PROJECT OVERVIEW MAP

OLD COUNTY ROAD BIKE AND PEDESTRIAN IMPROVEMENT PROJECT





STAFF REPORT

Meeting Date: August 26, 2014

Agenda Item #8G

Agency: City of Belmont

Staff Contact: Bozhena Palatnik, Public Works, 595-7463, bpalatnik@belmont.gov

Agenda Title: Award Construction Contract to Express Plumbing for the Ralston Avenue Sanitary Sewer Main Replacement Project (between Notre Dame Avenue and South Road), City Contract Number 2014-526

Agenda Action: Resolution

Recommendation

Adopt a resolution approving award of construction contract to Express Plumbing for an amount not to exceed \$708,500, a ten percent construction contingency of \$70,850, and authorizing the City Manager to execute a contract for the Ralston Avenue Sanitary Sewer Main Replacement Project (between Notre Dame Avenue and South Road), City Contract Number 2014-526.

Background

On May 13, 2014, City Council authorized the advertisement for sealed bids approving award of City Contract Number 2014-526, Ralston Avenue Sanitary Sewer Main Replacement Project (between Notre Dame Avenue and South Road), to the lowest responsible bidder for an amount not to exceed \$640,000. The City received two sealed bids that were opened on July 30, 2014. Both bids exceeded the engineer's estimate and the authorized contract amount. The results are as follows:

Express Plumbing	\$ 708,500
California Trenchless, Inc.	\$1,522,850

The second bid contained an error in the bid item total. The correct bid total should have been \$1,617,850. Because of the clerical error the 2nd bid was rejected.

Analysis

The design engineer reviewed the engineer's estimate and the two bids and concluded that it is in the best interest of the City to award this contract to the lowest bidder, Express Plumbing. Staff does not believe that the City will obtain a lower bid if this job is re-advertised. The higher bids were the result of rapid increase of unit prices due to higher levels of construction activity. Surrounding municipalities have also experienced this increase in costs for similar work.

Alternatives

1. Take No Action
2. Refer back to staff for more information

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: FY 2015 budget, Sewer Enterprise Fund, Account # 503-3-730-7084-9030

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING AWARD OF A CONSTRUCTION CONTRACT TO EXPRESS PLUMBING FOR AN AMOUNT NOT TO EXCEED \$708,500, A TEN PERCENT CONTINGENCY NOT TO EXCEED \$70,850, AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT FOR THE RALSTON AVENUE SANITARY SEWER MAIN REPLACEMENT PROJECT (BETWEEN NOTRE DAME AVE AND SOUTH ROAD), CITY CONTRACT NUMBER 2014-526

WHEREAS, on May 13, 2014, Council authorized advertisement for sealed bids approving award of City Contract Number 2014-526, Ralston Avenue Sanitary Sewer Main Replacement Project (between Notre Dame Avenue and South Road), to the lowest responsible bidder for an amount not to exceed \$640,000; and,

WHEREAS, funding for this project will be allocated from the 2015 budget Sewer Enterprise Fund, Account # 503-3-730-7084-9030.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to award the construction contract to Express Plumbing for an amount not to exceed \$708,500, a ten percent contingency of \$70,850, and execute a contract for the Ralston Avenue Sanitary Sewer Main Replacement Project (between Notre Dame Avenue and South Road), City Contract Number 2014-526.

* * *

ADOPTED August 26, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: August 26, 2014

Agenda Item #

Agency: City of Belmont

Staff Contact: Carlos de Melo, Community Development Director, (650) 595-7440
cdemelo@belmont.gov

Agenda Title: Agreement With CSG Consultants, Inc. for Project Management Services

Agenda Action: Resolution

Recommendation

Adopt the resolution authorizing the City Manager to enter into a Service Agreement with CSG Consultants, Inc. for an amount not to exceed \$126,000 to provide Project Management Services for the Belmont Village & General Plan Update Project.

Background/Analysis

At the July 8, 2014 City Council meeting, the Council adopted a Resolution authorizing completion of a Service Agreement with Dyett & Bhatia, Urban and Regional Planners, to prepare the City's Comprehensive Belmont Village & General Plan Update Project.

Earlier this spring, staff solicited Scopes of Work and conducted initial interviews for Project Management Services for this key policy effort for Belmont. Two firms submitted project management proposals – CSG Consultants, Inc. (originally via Peter Ingram Consulting), and the Metropolitan Planning Group. At their May 13, 2014 City Council meeting, the Council appointed a Council subcommittee (Vice Mayor Braunstein and Councilmember Wright) to assist staff in evaluating and recommending the Project Management consultant. On June 13 & 19, 2014, the Council Subcommittee evaluated the proposals, conducted consultant firm interviews, and developed a final recommendation selecting CSG Consultants, Inc. as the Project Management consultant for the Belmont Village & General Plan Update Project.

CSG Consultants, Inc. is an experienced, professional, and qualified firm that provides management services and staffing support to numerous Bay Area cities. CSG is currently providing Building/Fire Inspection and Plan Checking Services for Belmont on an as-needed basis; City staff has been pleased with the arrangement and quality of services provided from CSG. Staff and the City Council Subcommittee believe that the estimated costs for the Project Management Services are reasonable, and the scope of work is appropriate for the proposed project. Their scope of work, anticipated schedule, and costs are outlined in their proposal (see attachment B).

Belmont Village Specific/Implementation Plan

In a separate (but connected) effort, the City was awarded a grant of \$440,000 (\$110,000 match) from the San Mateo City/County Association of Governments (C/CAG) for their Priority Development Area ("PDA") Planning Program. The key goals of the C/CAG PDA Planning Program are:

- Support intensified land uses and increase the supply of housing, including affordable housing, and jobs in areas around transit stations, downtowns, and transit corridors;
- Assist in streamlining the entitlement process and help PDA's become more development ready;
- Address challenges to achieving infill development and higher densities.

This grant will assist Belmont with its Downtown Revitalization efforts for the Belmont Village PDA and will specifically address area-wide parking, streetscape, development, and financing implementation strategies, likely resulting in a Specific/Implementation Plan for this key development area of the City. In the fall, city staff will prepare a Request for Proposals (RFP) for consultant assistance to prepare the Belmont Village Specific/Implementation Plan. Major work efforts associated with this phase will begin in earnest in January 2015 as this is the earliest time that these (federal) grant funds will be released for the project.

Alternatives

1. Solicit additional proposals from other consultants.
2. Provide alternative direction to staff.
3. Take no action.

Attachments

- A. Implementing Resolution
- B. Scope of Work/Consultant Proposal from CSG Consultants, Inc.

Fiscal Impact

Approval of this resolution will authorize a Service Agreement with CSG Consultants, Inc. to provide Project Management services for the Belmont Village & General Plan Update Project for the not to exceed sum of \$126,000. There are sufficient reserves available in the General Plan Maintenance Fund for this purpose; authorization of this action will direct staff to bring back a supplemental appropriation as part of the Mid-Year Review.

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: 212-5-906-8351

Source:

- ☒ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other

Purpose:

- ☐ Statutory/Contractual Requirement
- ☒ Council Vision/Priority
- ☐ Discretionary Action
- ☒ Plan Implementation

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING A SERVICE AGREEMENT BETWEEN THE CITY OF BELMONT AND CSG CONSULTANTS, INC. IN AN AMOUNT NOT TO EXCEED \$126,000 FOR PROJECT MANAGEMENT SERVICES FOR THE BELMONT VILLAGE AND GENERAL PLAN UPDATE PROJECT

WHEREAS, the Belmont City Council desires to complete the Belmont Village and General Plan Update Project for the City of Belmont; and,

WHEREAS, CSG Consultants, Inc. possess required skills and Project Management expertise in this area that would be of benefit to the City for its Belmont Village and General Plan Update Project; and,

WHEREAS, The City has received a proposal from CSG Consultants, Inc. for a not to exceed amount of \$126,000 for Project Management services for the Belmont Village and General Plan Update Project. The City finds that these estimated costs are reasonable, and that the scope of work is appropriate for the project; and,

WHEREAS, there are sufficient reserves available for this purpose and authorization of this action will direct staff to bring back a supplemental appropriation and a revision to the revenue budget as part of the Mid-Year Review.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. To authorize the City Manager to enter into a Service Agreement between the City of Belmont and CSG Consultants, Inc. in an amount not to exceed \$126,000 for Project Management services for the Belmont Village and General Plan Update Project.

* * *

ADOPTED August 26, 2014, by the City Council of the City of Belmont by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

PROPOSAL TO THE

City of Belmont

FOR

Project Management Services for General Plan Update + Downtown Planning and Zoning

PREPARED BY

CSG Consultants, Inc.

August 15, 2014

1700 South Amphlett Boulevard | 3rd Floor | San Mateo, CA 94402
phone (650) 522-2500 | fax (650) 522-2599 | www.csgegr.com
San Mateo • Pleasanton • Sacramento • Santa Ana • Salinas • Newman



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Cover Letter

August 15, 2014

Carlos de Melo
Community Development Director
City of Belmont, CA
1 Twin Pines lane
Belmont, CA 94002

Re: Project Management Services for General Plan Update + Downtown Planning and Zoning

It is our pleasure to submit this revised proposal for professional consulting services in support of the City's goal of having adopted policy documents related to the General Plan and the downtown planning framework in place by the end of February 2016. The scope of work is based on the assumption that the City Council will consider approval of a professional services agreement with CSG Consultants at its August 26, 2014 meeting, and that the City Manager would execute the agreement by September 1, 2014.

CSG will assign Peter C. Ingram as the project manager, and he shall be the City's CSG point of contact for the duration of this effort. If you have any questions or need additional information regarding this proposal, please contact Mr. Ingram at peter_ingram@earthlink.net or (650) 740-4779.

We are excited about the opportunity to serve the City of Belmont.

Sincerely,



Cyrus Kianpour, P.E., P.L.S.
President, CSG Consultants, Inc.



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Scope of Services

For the purpose of this proposal for project management services, the specific role, responsibilities and deliverables to be provided by Consultant are shown under the Dyett & Bhatia (“D&B”) tasks where applicable. Unique CSG Consultants, Inc. services are delineated under separate headers.

A. Project Management (Continuous from Sept. 1, 2014 through February 2016 – All tasks/subtasks)

1. Provide daily access to team members and project stakeholders and respond promptly to questions, issues and problems
2. Convene weekly, monthly and/or quarterly project team coordination meetings
3. Compile and distribute meeting notes and decisions within 24 hours following each session
4. Coordinate problem-solving throughout the project
5. Design and support topic-specific meetings, workshops and/or outreach events
6. Provide City’s Project Executive with on-going updates and information in desired format and frequency:
 - i. Regular progress “dashboard” reports for City executives with percentages of time and budget expended compared to schedule milestones and deliverables. Include cumulative expended time and budget with trend projections and schedule reference points.
 - ii. Draft progress updates for City Council
7. Allocate and schedule on-site work hours as needed to ensure high level of connection to City team members and other project consultants
8. Review and comment on drafts of all project work products and manage flow of final drafts to City team members. Provide final document QA/QC and direction to other consultants pursuant to City’s internal review processes
9. Review and sign off on project consultant’s invoices and enter final approval requests into City’s AP system
10. In concert with the CD Director, serve as “the face” of the project for the City: Own the responsibility for delivering successful outcomes such that the City’s overarching priorities and goals are met
11. Provide best professional advice to City to maintain schedule, meet budget limitations, solve process problems, and engage the public respectfully and appropriately throughout the duration of the project.

B. Project Coordination (Continuous from Sept. 1, 2014 through February 2015)

1. Assist City staff and D&B team in collaborating and coordinating the City’s Housing Element update process (commenced in June 2014)

D&B TASK ONE – Project Initiation (Sept. through Nov. 2014)

Deliverables:	Performance Milestones:	Lead Author:
1. Final Public Participation Program		D&B
2. Website		D&B
3. Newsletter #1		D&B
4. Stakeholder Meeting(s) Report		D&B
5. Community Workshop Summary		D&B
6. Task Completion Report	Dec. 01, 2014	Peter Ingram

C. Establish Project Management Systems and Protocols (Complete by Sept. 30, 2014)

1. Identify and affirm the full project team and each member's role, including:
 - i. City's Authorized Representative / Project Executive (Community Development Director)
 - ii. City executive oversight group (City Manager, City Attorney, Finance Director, and Community Development Director)
 - iii. City's external legal advisor(s)
 - iv. City staff stakeholders
 - v. Planning consultant(s)
 - vi. CEQA consultant
 - vii. Outreach leader
 - viii. Other specialized consultants as determined by City
2. Provide the City with a comprehensive package of management tools, systems and reports to meet each team member's needs for accountability and information.
3. Establish management protocols for:
 - i. Project meetings – purpose, frequencies, venues, attendees, documentation, roles and responsibilities
 - ii. Document controls
 - iii. Accounting
 - iv. Decision tracking
 - v. Schedule adherence and problem look-ahead's
 - vi. Communications
4. Set up a project team space on site for meetings, work stations and materials
5. Establish Consultant's role as the meeting convener and daily point-of-contact for the project

D. Project Kick-off (By early October 2014)

1. Conduct a hands-on work session with the full project team to kick off the project and affirm commitments on the near-term road map of activities
2. Confirm overarching project milestones
3. Facilitate City decisions – optional mail-in survey and results summary
4. Initiate external communication and outreach efforts

D&B TASK TWO – Research / Options (Oct. 2014 through Jan. 2015)

Deliverables:	Performance Milestones:	Lead Author:
1. Working Paper #1		D&B
2. Working Paper #2		D&B
3. Working Paper #3		D&B
4. Updated Village Planning Documents		D&B
5. Community Workshops Report		D&B
6. Task Completion Report	Feb. 02, 2015	Peter Ingram

E. Facilitate Grant-funded Belmont Village Specific/Implementation Plan

1. Compile a detailed work plan and schedule based on City Council direction and staff efforts to date (By end Sept. 2014)
2. Draft RFPs for City review, approval and release (By mid-Oct. 2014)
3. Coordinate issuance of and responses to RFPs
4. Assist City staff in assessing proposals and aligning resources in concert with GP schedule

5. Refine schedule and advise as needed to ensure timely completion of implementation Plan (by end Dec. 2014)

D&B TASK THREE – Preferred Plan / Goals (Feb. through Apr. 2015)

Deliverables:	Performance Milestones:	Lead Author:
1. Preliminary Preferred Plan		D&B
2. Newsletter #2		D&B
3. OPTIONAL Mail-in Survey	TBD	D&B
4. OPTIONAL Survey Results Summary	TBD	D&B
5. TIA for Belmont Village Element		D&B
6. Revised Preferred Plan & Key Policies		D&B
7. Task Completion Report	May 04, 2015	Peter Ingram

D&B TASK FOUR – Draft GP (April through June 2015)

Deliverables:	Performance Milestones:	Lead Author:
1. General Plan Outline		D&B
2. Admin Draft-Updated GP Elements		D&B
3. Admin Draft-Updated Village Implementation Documents	TBD	D&B
4. Public Review Draft- Updated GP Elements		D&B
5. Public Review Draft- Updated Village Implementation Documents	TBD	D&B
6. Legal Review Checklist		D&B
7. Task Completion Report	July 02, 2015	Peter Ingram

D&B TASK FIVE – Draft / Final EIR (May through Oct. 2015)

Deliverables:	Performance Milestones:	Lead Author:
1. NOP		D&B
2. Significant Thresholds Memo		D&B
3. Admin Draft EIR		D&B
4. Public Review EIR		D&B
5. Final EIR Response to Comments		D&B
6. Task Completion Report	Nov. 02, 2015	Peter Ingram

D&B TASK SIX – Hearings / Adoption GP (Nov. through Dec. 2015)

Deliverables:	Performance Milestones:	Lead Author:
1. Newsletter #3		D&B
2. Adopted General Plan		D&B
3. Adopted Village Implementation Documents	TBD	D&B
4. Task Completion Report	Feb. 29, 2016	Peter Ingram

Schedule

Based on discussions to date, the schedule submitted by Dyett & Bhatia (refer to July 8, 2014 City of Belmont staff report, “Resolution of the City Council Authorizing a Service Agreement with Dyett & Bhatia, Urban and Regional Planners, for an Amount Not to Exceed \$550,000 for General Plan Consulting Services for the 2035 Belmont Village & General Plan Update Project”) will be amended to show a project start date of September 1, 2014, with substantial completion of Tasks 1 through 6 in the month of December 2015. Final approvals and adoption of policy documents will be scheduled for January and February of 2016. Therefore, this proposal for services is based on a total contract duration of 18 months.

Budget

Peter Ingram is a CSG Consultants, Senior Project Manager, and will be exclusively assigned to the City of Belmont to provide the required project management services described herein. Mr. Ingram’s hours worked will be invoiced monthly to the City at an hourly rate of \$175.00 per hour.

We propose that the City authorize up to 720 total hours across the 18-month project duration, or an average of up to 40 effort hours per month, for a not-to-exceed cap contract value of \$126,000.00.



STAFF REPORT

Meeting Date: August 26, 2014

Agenda Item #

Agency: City of Belmont

Staff Contact: Carlos de Melo, Community Development Department, (650) 595-7440
cdemelo@belmont.gov

Agenda Title: Accept a Restrictive Covenant and Open Space Management Plan for an Approved Floor Area Transfer Between a Sending Parcel (APN: 043-111-160) and Receiving Parcel (APN: 043-072-040) on Naughton Avenue

Agenda Action: Resolution

Recommendation

Adopt a resolution accepting a Restrictive Covenant and Ownership/Open Space Management Plan associated with the subject properties.

Background

On December 18, 2013, Tseng Investment, LLC (applicant), submitted an application for a Floor Area Transfer from Assessor's Parcel 043-111-160 (sending parcel) to Assessor's Parcel 043-072-040 (receiving parcel). The subject properties are located within the Hillside Residential and Open Space (HRO-2) District on Naughton Avenue, which is accessed from Hillcrest Drive. According to Section 4.7.11(d) of the City of Belmont Zoning Code, the HRO-2 District allows the permanent transfer of floor area development potential from one site to a non-contiguous site with approval of an Administrative Conditional Use Permit (ACUP) by the Zoning Administrator.

A notice of conditional approval of the floor area transfer was published in the local newspaper in accordance with Section 4.7.11(g) of the Belmont Zoning Code (BZO). Notice was also sent to adjacent property owners of both the sending and receiving lots, the Planning Commission and the City Council. No appeals were received within the 10-day appeal period. On March 17, 2014, the Zoning Administrator approved the ACUP allowing the Floor Area Transfer, conditioned on the future use of the Sending Parcel being restricted in accordance with Zoning Ordinance Section 4.7.11(d) – i.e. acceptance of the restrictive covenant over the Sending Parcel. The BZO allows 1,200 square feet of potential floor area to be transferred from the sending lot to the receiving lot for a total development potential of 2,100 square feet of floor area on the receiving lot.

The City's Ground Movement Potential and Geologic Hazard Policy Map of the San Juan Hills Study Area identifies the sending parcel as Ps – (Development and Road Expansion Conditionally Permitted) and Md – (Development and Road Expansion Not Permitted Unless Condition is Demonstrated Not to Exist or is Eliminated). The map identifies the receiving parcel as Ps – (Development and Road Expansion Conditionally Permitted), Ms – (Development and Road Expansion Normally Not Permitted Unless Hazards are Mitigated) and Sbr – (Development and Road Expansion Permitted). To ensure soil stability, a geotechnical report will be required for any future construction of a single-family home on the receiving parcel. Such geotechnical report will be required to be reviewed and approved to the

satisfaction of the City Geologist. Both the sending and receiving parcels are situated on Naughton Avenue, which is a fully developed roadway. A resolution, including a map indicating the sending and receiving properties, is attached for Council's consideration.

Analysis

With the acceptance and recording of the restrictive covenant, the findings for a floor area transfer as indicated in the BZO will have been sufficiently met. These findings require that the transfer is consistent with the policies of the San Juan Hills Area Plan and the Geologic Hazards Ordinance. The San Juan Hills Area Plan establishes policies regarding development within the Plan Area. These policies include allowing density transfers in vacant, subdivided areas such as those including, and in the vicinity of, the sending and receiving sites.

The required findings for approval of a floor area transfer are:

- That adequate infrastructure exists or its construction is assured.
- That the pattern of development as a result of the floor area transfer is better than could be achieved through the application of the ordinance without a floor area transfer.
- The establishment of a restrictive covenant over the entire sending parcel is assured.
- The receiving lot is not in an area designated Md (Major Debris Flow/Landslide) or Pdf (Potential Debris Flow/Landslide) on the current geologic hazards map.
- All floor area transfer standards shall be met.

All of the above findings were considered in the approved Administrative Conditional Use Permit.

General Plan/Vision Statement

The transfer of floor area from one lot to another and the establishment of a restrictive covenant over the sending site would further the more rural, open space/residential character of the area. The floor area transfer and associated restrictive covenant eliminates the possibility of any future development for the sending parcel. As such, the transfer of floor area potential from the vacant sending parcel to the receiving parcel eliminates one residential unit from being constructed along this section of Naughton Avenue. The action associated with adopting a restrictive covenant over the sending parcel also furthers the City's General Plan Goals as follows:

Goal 1015.2

"To preserve and enhance the attractive, family-oriented and tranquil quality of Belmont's residential neighborhoods."

Goal 1015.3

"To preserve significant open spaces, trees, views, waterways, wildlife habitats, and other features of the natural environment."

Goal 1015.4

"To maintain and enhance the appearance of the City through controlling the location, timing, design and landscaping of new development and encouraging renovation of older areas."

Alternatives

1. Refer back to staff for additional information.

Attachments

- A. City Council Resolution Accepting the Restrictive Covenant as part of an approved Floor Area Transfer
B. Site Location Map – Sending and Receiving Properties
C. Transfer of Floor Area Restrictive Covenant with Exhibits
D. Approved Administrative Conditional Use Permit (ACUP) – March 2014

Fiscal Impact

- ☒ No Impact/Not Applicable:
☐ Funding Source Confirmed:

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

RESOLUTION NO. 2014-

RESOLUTION OF THE CITY COUNCIL APPROVING A RESTRICTIVE COVENANT AND ASSOCIATED OWNERSHIP/OPEN SPACE MANAGEMENT PLAN FOR THE SENDING PARCEL (APN: 043-111-160) IN AN APPROVED FLOOR AREATRANSFER BETWEEN SAID PARCEL AND A NON-CONTIGUOUS RECEIVING PARCEL (APN: 043-072-040) LOCATED ON NAUGHTON AVENUE

WHEREAS, Tseng Investment, LLC, applicant, has applied for an Administrative Conditional Use Permit (ACUP) for a Floor Area Transfer from Assessor's Parcel 043-111-160 to Assessor's Parcel 043-072-040, located on Naughton Avenue; and,

WHEREAS, pursuant to Section 4.7.11(d) of the City of Belmont Zoning Code, the permanent transfer of floor area development potential in the HRO-2 Zoning District from one site to another non-contiguous site along the same roadway and within the same statistical subarea as shown on the San Juan Hills Area Plan shall be permitted upon approval of an Administrative Conditional Use Permit (ACUP) by the Zoning Administrator; and,

WHEREAS, pursuant to Section 4.7.11(g) of the City of Belmont Zoning Code, notice of the Zoning Administrator action on the Floor Area Transfer was sent to adjacent property owners via U.S. mail, the Planning Commission and City Council, and the general public by publication in the local newspaper; and,

WHEREAS, no appeals of the administrative approval were received by the City within the required 10-day appeal period; and,

WHEREAS, the ACUP allowing the Floor Area Transfer was approved on March 17, 2014, and conditioned on acceptance of a restrictive covenant over the sending parcel; and,

WHEREAS, the conveyance of a restrictive covenant on the property known as Assessor's Parcel 043-111-160, as described in Attachment C, must be recorded prior to issuance of a building permit for construction of any transferred floor area at Parcel 043-072-040; and,

WHEREAS, the City Council hereby adopts the staff report dated September 9, 2014 and the facts contained therein as its own findings of fact.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Acceptance of a restrictive covenant over Assessor's Parcel 043-111-160 as part of an approved Floor Area Transfer, subject to the standards identified in the City of Belmont Zoning Code.

* * *

ADOPTED August 26, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

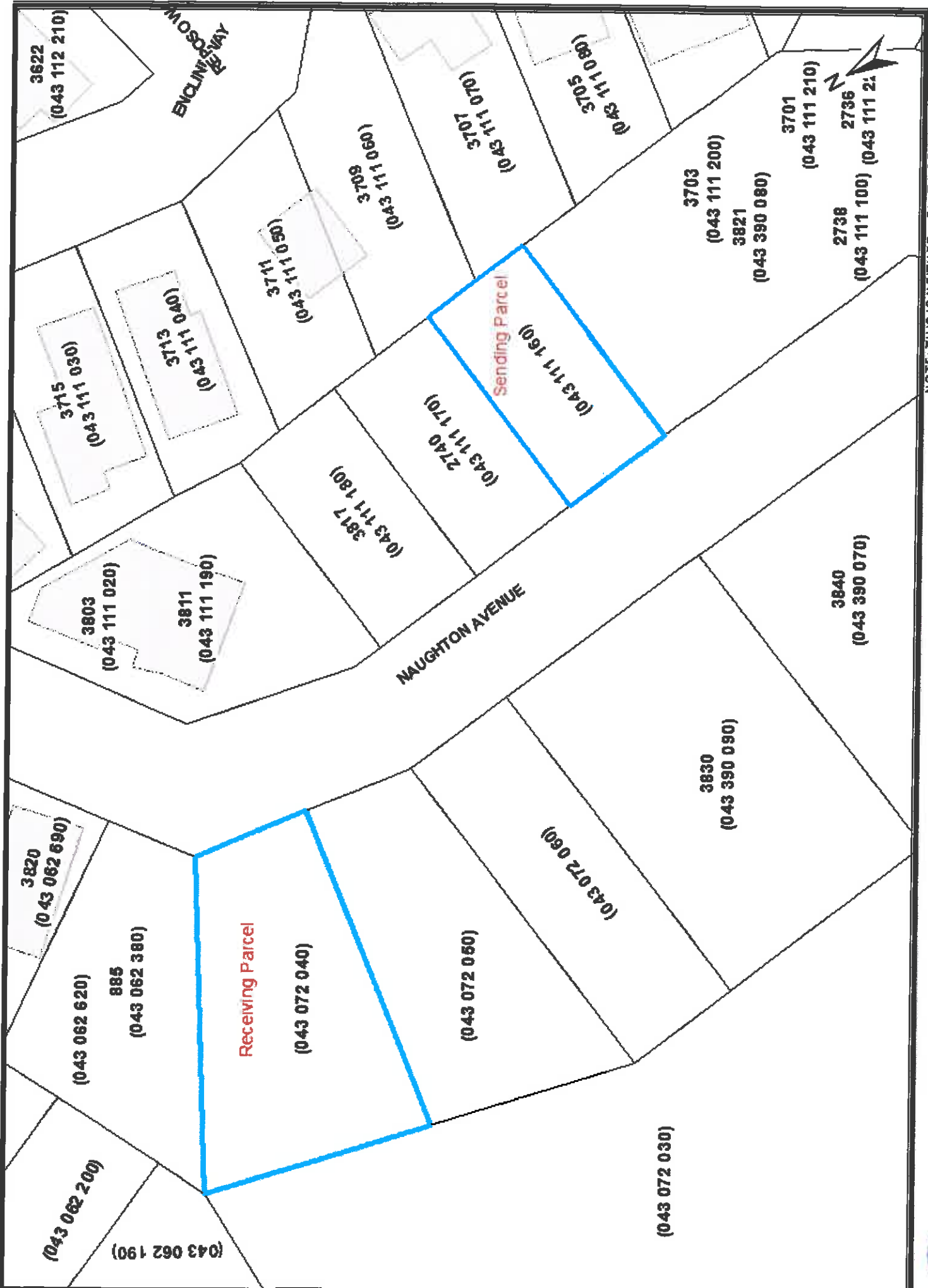
ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



NOTE: THIS IS NEITHER A PLAN NOR A SURVEY. IT IS
FURNISHED MERELY AS A CONVENIENCE TO AID YOU IN
LOCATING THE LAND INDICATED HEREON WITH
REFERENCE TO STREETS AND OTHER LAND
AND IS TO BE USED FOR REFERENCE PURPOSES ONLY.

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

City of Belmont
One Twin Pines Lane, Suite 375
Belmont, California 94002
Attention: City Clerk

Exempt from recording fee pursuant to
Government Code §27383.

**DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR THE
TRANSFER OF DEVELOPMENT RIGHTS**

This Declaration of Covenants, Conditions, and Restrictions for the Transfer of Development Rights (this "Covenant") is made by Tseng Investment, LLC ("Declarant") and the City of Belmont, a municipal corporation (the "City").

RECITALS

- A. Declarant is the owner of certain real property located in the City of Belmont, San Mateo County, State of California located at Assessor's Parcel 043-111-160, as more particularly described in Exhibit A attached hereto (the "Sending Parcel").
- B. Declarant is also the owner of certain real property located in the City of Belmont, San Mateo County, State of California located at Assessor's Parcel 043-072-040, as more particularly described in Exhibit B attached hereto (the "Receiving Parcel").
- C. Both the Sending Parcel and the Receiving Parcel are located in the HRO-2 Zoning District, as defined in the City Zoning Ordinance (the "Zoning Ordinance"). Zoning Ordinance Section 4.7.11(d) allows the permanent transfer of floor area in the HRO-2 Zoning District from one site to another non-contiguous site along the same roadway and within the same statistical subarea as shown on the San Juan Hills Area Plan (a "Floor Area Transfer") upon approval of an Administrative Conditional Use Permit ("ACUP") by the City Zoning Administrator (the "Zoning Administrator").
- D. Declarant has applied for an ACUP (Planning Application No. 2013-0058) for a Floor Area Transfer from the Sending Parcel to the Receiving Parcel to permanently transfer all floor area and development rights permitted on the Sending Parcel to the Receiving Parcel in accordance with Zoning Ordinance Section 4.7.11(d).
- E. ACUP Planning Application No. 2013-0058 was approved by the Zoning Administrator on March 17, 2014. As a condition of the approval and as required by the Zoning Ordinance, the future use of the Sending Parcel shall be restricted in accordance with Zoning Ordinance Section 4.7.11(d). Declarant now desires to restrict the future use of the Sending Parcel to increase the permitted floor area on the Receiving Parcel.

DECLARATIONS

1. Declarant hereby declares that the Sending Parcel is, and shall be, deemed by Declarant and its successors and the City of Belmont (the "City") to have permanently transferred all residential development rights on the Sending Parcel to the Receiving Parcel.
2. Declarant further declares that any and all construction, development, or improvement on the Sending Parcel is prohibited without the written approval of the City, at its sole discretion, except the following: natural open space, landscaping and irrigation systems, footpaths, underground utilities and utility easement areas, drainage facilities and systems, and perimeter walls or fencing. Declarant agrees that it will comply with the open space management plan for the Sending Parcel approved by the City, as more particularly described in Exhibit C attached hereto (the "Open Space Management Plan"), and shall bear all costs and liabilities of any kind concerning the ownership, operation, and maintenance of the Sending Parcel in accordance with the Open Space Management Plan.
3. Declarant further declares that the total floor area allowed on the Receiving Parcel shall be that which would otherwise be allowed on the Receiving Parcel plus 1,200 square feet. If the Declarant can demonstrate through survey that the Sending Parcel would be entitled to more than 1,200 square feet of floor area as of the date of transfer, then the floor area allowed on the Receiving Parcel shall be the summation of the floor area allowed on the Sending Parcel and the floor area allowed on the Receiving Parcel, up to a maximum of 3,500 square feet of floor area on the Receiving Parcel. Declaration acknowledges that execution of this Covenant by the City and approval of the ACUP do not constitute approval by the City of permits required for construction of any structures on the Receiving Property and do not constitute a vested right to develop the Receiving Property.
4. This Covenant is a covenant running with the land, or an equitable servitude, as the case may be, which provides benefits and burdens to the Sending Parcel and the Receiving Parcel. Declarant hereby declares its express intent that the covenants and restrictions set forth in this Covenant shall run with the land and shall bind all successors in title to the Sending Property and the Receiving Property. This Covenant shall bind any successor, heir or assign of the Declarant, whether a change in interest occurs voluntarily or involuntarily, by operation of law or otherwise. Each and every contract, deed or other instrument executed covering or conveying the Sending Property, the Receiving Property, or any portion thereof shall be held conclusively to have been executed, delivered and accepted subject to this Covenant, regardless of whether the provisions of this Covenant are set forth in such contract, deed or other instrument, and shall be binding on Declarant and Declarant's assigns and successors in interest and all person acquiring or owning any interest in the Sending Parcel and the Receiving Parcel.

5. This Covenant may not be modified or revoked without the prior written and recorded consent of the City. City may use any available legal or equitable remedy to ensure compliance with the Covenant, including but not limited to seeking injunctive relief or specific performance requiring the Declarant to cease and desist all activity in violation of the Covenant and to return the Sending Parcel to its condition prior to any such activity.
6. Declarant agrees to: (a) incorporate by express reference the terms of this Covenant in any deed or other legal instrument by which it divests itself of any interest in all or a portion of the Sending Parcel; and (b) describe the Covenant in, and append it to, any contract for the transfer of any property interest in the Sending Parcel.
7. Whenever this Covenant calls for the City's approval, consent, or waiver, the written approval, consent, or waiver of the City Manager shall constitute the approval, consent, or waiver of the City, without further authorization required from the City Council, except that the City Manager may not approve any construction of floor area on the Sending Parcel.
8. In the event that any one or more of the provisions contained in this Covenant shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Covenant shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

IN WITNESS WHEREOF, the parties hereto have executed this Covenant.

DECLARANT:

Tan Tseng, Manager of Tseng Investment,
LLC

By: _____

Name: _____

Its: _____

Date: _____

CITY OF BELMONT:

By: _____

Greg Scoles, City Manager

Date: _____

APPROVED AS TO FORM

City Attorney

STATE OF CALIFORNIA)
)
COUNTY OF _____)

On _____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify UNDER PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Name: _____
Notary Public

STATE OF CALIFORNIA)
)
COUNTY OF _____)

On _____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify UNDER PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Name: _____
Notary Public

EXHIBIT A

LEGAL DESCRIPTION OF SENDING PARCEL

EXHIBIT B

LEGAL DESCRIPTION OF RECEIVING PARCEL

EXHIBIT C

**OPEN SPACE MANAGEMENT PLAN
SENDING PARCEL**

Real property in the City of Belmont, County of San Mateo, State of California, described as follows:

LOT 5 IN BLOCK 107 AS SHOWN ON THAT CERTAIN MAP ENTITLED "MAP OF SUBDIVISION NO. 8, BELMONT COUNTRY CLUB PROPERTIES, BELMONT, SAN MATEO COUNTY, CALIFORNIA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY, STATE OF CALIFORNIA ON DECEMBER 24, 1926 IN BOOK 14 OF MAPS AT PAGES 65, 66, 67 AND 68.

APN: 043-111-160-8 JPN: 043-011-11-16A

North American Title Insurance Company

Real property in the City of Belmont, County of San Mateo, State of California , described as follows:

PARCEL ONE:

LOT 66, BLOCK 122, AS SHOWN ON THAT CERTAIN MAP ENTITLED, "MAP OF SUBDIVISION NO. 10, BELMONT COUNTRY CLUB PROPERTIES, BELMONT, SAN MATEO COUNTY, CALIFORNIA", FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, ON MARCH 24, 1927 IN BOOK 15 OF MAPS AT PAGE(S) 29 TO 38 INCLUSIVE.

JOINT PLANT NO.: 043-006-062-38A
APN: 043-062-380

PARCEL TWO:

→ LOT 67 IN BLOCK 122, AS DESIGNATED ON THE MAP ENTITLED, "MAP OF SUBDIVISION NO. 10, BELMONT COUNTRY CLUB PROPERTIES, BELMONT, SAN MATEO COUNTY, CALIFORNIA", WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, ON MARCH 24, 1927 IN BOOK 15 OF MAPS AT PAGE(S) 29 TO 38 INCLUSIVE.

JOINT PLANT NO.: 043-007-072-04A
APN: 043-072-040

APN: 043-062-380-1 JPN:043-006-062-38A, APN: 043-072-040 JPN:043-007-072-04A

OPEN SPACE MANAGEMENT PLAN – SENDING PARCEL

This program defines the terms of ownership and management of APN# 043-111-160 (“Sending Parcel”) associated with an application for a Floor Area Transfer to APN # 043-072-040 (“Receiving Parcel”) submitted to City of Belmont on November 15, 2013.

1. Restrictive Covenant

APN # 043-111-160 - “Sending Parcel” is a 5,000 sq. ft. parcel of land from which the buildable square footage will be transferred in accordance with Section 4.7.11 (d) of the City of Belmont Zoning Ordinance, and is subject to a Restrictive Covenant (“the Covenant”). The Covenant over this parcel is delineated as Lot 5, Block 107, as described on “Map of Subdivision No. 8 Belmont Country Club Properties”, on the legal description submitted to the City as part of the Floor Area Transfer application (“the Application”).

2. Ownership

The subject parcel will be owned by the current owner of the non-contiguous parcel (APN# 043-072-040, Tseng Investment LLC), their successors or assigns.

3. Open Space Management Plan

The owner of APN# 043-111-160 will be solely responsible for maintaining the parcel free of any improvements or structures. The owner of this lot shall assume full responsibility for keeping the vegetation on the parcel properly watered, trimmed and otherwise maintained in accordance with all applicable City laws and regulations affecting proper maintenance.

Property Owner’s Signature
Tan Tseng, Manager of Tseng Investment, LLC

Property Owner’s Name (Please Print)

Date



March 25, 2014

Community Development Department
Planning Division

Tseng Investment LLC
525 Breakwater Drive
Redwood City, CA 94065

RE: Notice of Action for Administrative Floor Area Transfer (Application PA2013-0058)

Dear Applicant:

The ten day appeal period for the Administrative Conditional Use Permit to approve a Floor Area Transfer closed March 17, 2014. No appeals of the Director's approval were filed during the appeal period.

Findings as indicated in Section 4.7.11 (d) (3) of the City of Belmont Zoning Code are required to be made in the affirmative prior to approval. The City of Belmont has determined that the proposed transfer meets the required findings for approval as follows:

CONDITIONAL USE PERMIT FINDINGS REQUIRED FOR APPROVAL:

- a. The proposed transfer of density is consistent with the policies of the San Juan Hills Area Plan and the Geologic Hazards Ordinance.

The transfer is consistent with the goals of the San Juan Hills Area Plan (SJHAP). The goals in the Hillside Residential and Open Space (HROP) Areas include preserving and enhancing the present character of established residential areas. The subject receiving lot is located in a residential area. The transfer of floor area will occur from a vacant "sending" lot to the receiving vacant lot. Establishment of a restrictive covenant on the sending site will expand the more rural, open residential character of the neighborhood. In addition, the SJHAP also seeks to reflect natural constraints in land use planning by achieving a land use pattern, density and distribution of development that is consistent with the existing slopes and geologic hazards in the undeveloped parts of the San Juan Area. By establishing a restrictive covenant on the sending parcel, future development on the geologically sensitive site will be prohibited. This finding is affirmed.

f. All floor area transfer standards will be met.

Prior to issuance of building permits for construction of a new single-family dwelling on the receiving parcel, all floor area transfer standards shall be met. This finding is affirmed.

Approval of the floor area transfer is subject to the following condition of approval:

- Prior to issuance of any Planning Entitlements or Building Permits for the receiving property, a conservation easement shall be recorded for the entire sending parcel in perpetuity.

Once this conservation easement is approved by the City Council, it must then be executed and notarized and recorded at the County Recorder's office. At that time the floor area transfer shall be complete.

If you have any questions regarding your planning application you can contact me at (650) 598-4204 or via email at rgill@belmont.gov

Sincerely,



Rob D. Gill,
Associate Planner

cc: File



STAFF REPORT

Meeting Date: August 26, 2014

Agenda Item #

Agency: City of Belmont

Staff Contact: Carlos de Melo, Community Development Department, (650) 595-7440
cdemelo@belmont.gov

Agenda Title: Authorize the City Manager to enter into a Service Agreement Amendment with Lamphier-Gregory, Environmental Consultants.

Agenda Action: Resolution

Recommendation

Adopt the resolution authorizing the City Manager to enter into a Service Agreement Amendment with Lamphier-Gregory, Environmental Consultants for an amount not to exceed \$29,500 (Applicant funded) to provide environmental review services for the Clear Channel Outdoor (CCO) Digital Electronic Billboard project on City-owned property located at 1385 Shoreway Road (Assessor's Parcel Numbers 040-371-130 & 140).

Background

In July 2012, the City Council authorized commencement of lease negotiations with CCO and the filing of a development review application for a potential new two-sided digital sign to be located at the City's Belmont Sports Complex, adjacent to Highway 101. In September 2012, the City Council approved the original Service Agreement with Lamphier-Gregory Consultants to prepare the associated project environmental study. During the CCO feasibility evaluation phase of the project, it was determined that State and Regional permitting challenges existed to advance the project. CCO may consider revisiting their proposal at the Sports Complex site in the future.

Recently, CCO explored potential location of a digital billboard on the subject City-owned Shoreway Road property. This digital sign location would be visible to vehicles driving on Highway 101. The lease revenue from this alternative location is anticipated to be identical as the Sports Complex proposal. CCO would also remove several of their existing traditional billboard signs throughout the City, such that there would be a significant decrease in the number of billboard sign structures located within the City of Belmont.

On March 11, 2014, the City Council (via Resolution) authorized CCO to submit all entitlement applications that are required for review, approval and construction of a two-sided digital electronic billboard sign on the Shoreway Road property. At that meeting, the Council also re-authorized lease negotiations between the City of Belmont and CCO to permit the installation of the digital electronic billboard on the subject property. Initial dialogue between City staff and CCO has commenced on lease terms for the digital billboard proposal. CCO filed their amended Development Review application for the Shoreway Road property on July 28, 2014; the application is under staff review for completeness.

Staff received a proposal from Lamphier-Gregory, Environmental Consultants for costs not exceeding \$29,500 for environmental review services. Lamphier-Gregory is an experienced, professional, and qualified environmental services and planning firm that has worked on similar projects in the Bay Area. Staff believes that the estimated costs for the environmental review services are reasonable, and that the scope of work is appropriate for the project.

Analysis

The City Council is requested to authorize a Service Agreement Amendment between the City of Belmont and Lamphier-Gregory for an amount not to exceed \$29,500. Lamphier-Gregory will evaluate the Clear Channel Digital Electronic Billboard proposal and prepare the associated project environmental study. Their scope of work, anticipated schedule, and costs are outlined in their summary letter (see attachment B).

Alternatives

1. Solicit additional proposals from other consultants.
2. Take no action.

Attachments

- A. Implementing Resolution
- B. Scope of Work from Lamphier-Gregory

Fiscal Impact

The total cost of this review will be paid by the project applicant. The project applicant will deposit the entire amount for the agreement into the Environmental Review/Consultant Service Fee fund, account number: 210-5-905-8366. City staff will manage the work of Lamphier-Gregory and review and approve all invoices prior to payment. There will be no fiscal impact to the City.

- ☒ No Impact/Not Applicable
- ☐ Funding Source Confirmed: 210-5-905-8366

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☒ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING A SERVICE AGREEMENT AMENDMENT BETWEEN THE CITY OF BELMONT AND LAMPHIER-GREGORY, ENVIRONMENTAL CONSULTANTS IN AN AMOUNT NOT TO EXCEED \$29,500 FOR ENVIRONMENTAL REVIEW SERVICES FOR THE CLEAR CHANNEL OUTDOOR (CCO) DIGITAL ELECTRONIC BILLBOARD PROJECT ON CITY OWNED PROPERTY LOCATED AT 1385 SHOREWAY ROAD (APN 040-371-130 & 140)

WHEREAS, On March 11, 2014, the City Council adopted a Resolution authorizing Clear Channel Outdoor (CCO) to submit any required entitlement applications for approval and construction of a digital electronic billboard sign on City-owned property at 1385 Shoreway Road (APN 040-371-130 & 140); and,

WHEREAS, preparation of an environmental study is required for the proposed CCO digital electronic billboard project; and,

WHEREAS, City Staff has received a proposal from Lamphier-Gregory, Environmental Consultants for Environmental Review Services and finds that the estimated costs are reasonable, and that the scope of work is appropriate for the project; and,

WHEREAS, CCO has agreed to the use of Lamphier-Gregory, Environmental Consultants for the project. All requisite fees will be deposited by CCO in the City's Environmental Review/Consultant Service Fee account to cover all costs for the environmental review services.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. To authorize the City Manager to enter into a Service Agreement Amendment between the City of Belmont and Lamphier-Gregory, Environmental Consultants in an amount not to exceed \$29,500 for environmental review services for the Clear Channel Outdoor (CCO) Digital Electronic Billboard project on City-owned property at 1385 Shoreway Road (APN 040-371-130 & 140).

* * *

ADOPTED August 26, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

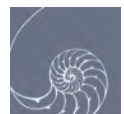
APPROVED AS TO FORM:

City Attorney

Belmont Shoreway Road Clear Channel Billboard Environmental Review - Proposal



for
City of Belmont
August 4, 2014



LAMPHIER-GREGORY

URBAN PLANNING, ENVIRONMENTAL ANALYSIS & PROJECT MANAGEMENT | 510 535-6690



August 5, 2014

Carlos de Melo
Community Development Director City of Belmont
One Twin Pines Lane, Suite 310
Belmont, CA 94002
925-960-4468

**RE: Proposal for Environmental Review of the Belmont Shoreway Road Clear Channel
Billboard Project**

Dear Carlos:

Lamphier-Gregory is pleased to respond to your request with the following proposal to provide environmental review services pursuant to the California Environmental Quality Act (CEQA) for the Clear Channel billboard proposed at the pump station on Shoreway Road, as more fully detailed in the following scope. Lamphier-Gregory and our biological subconsultant, H. T. Harvey, can leverage work completed for previous billboard projects to complete this analysis efficiently and effectively.

The attached proposal document outlines our understanding of the project, describes the various tasks that would comprise our work program, and sets forth our proposed budget and schedule for completing the work. Based on our understanding of similar projects, we recommend preparation of a Mitigated Negative Declaration. If you would like to clarify or further negotiate any of the details, please do not hesitate to contact myself or Rebecca Gorton at 510-535-6690.

Again, thank you for contacting us about this opportunity. We look forward to working with you on this project.

Very truly yours,

Scott Gregory, President
LAMPHER-GREGORY

I. Project Understanding

The project as it will be defined under CEQA involves construction and operation of a new general advertisement double-faced 14' x 48' digital V-sign type billboard at 1385 Shoreway Road on a portion of City-owned land also including a sewer pump station and associated paving and landscaping. A number of conventional billboards in Belmont would be removed as a part of this project.

The City of Belmont has requested a proposal to conduct environmental analysis for the project.

II. Approach & Scope

This is a relatively straight-forward environmental analysis that will focus primarily on the items detailed below.

Our job as the environmental consultant will be to prepare the appropriate document for compliance with CEQA. The environmental document will need to carefully consider and evaluate the foregoing issues of particular concern while giving adequate consideration to other required environmental topic areas and making the fullest possible use of existing technical and environmental documents and information relevant to the project.

In accordance with CEQA Section 21082.1(c)(3), environmental documents must reflect the independent judgment of the lead agency, in this case the City of Belmont ("City"), as represented by the staff of the Community Development Department. Therefore, we would work under the direction and control of the City. In accordance with this requirement, this Scope of Work is subject to the prior review and approval of the City before work is initiated, and throughout the course of our work, the City will review and approve administrative drafts of all environmental documents and technical reports. All administrative drafts, final documents, and correspondence concerning environmental review shall be submitted directly to City staff unless otherwise directed by the City.

Based on preliminary information and assessment, we believe a Mitigated Negative Declaration will be the appropriate CEQA document for this project. If it is later determined that an EIR should be prepared, we will coordinate with the City to revise the scope and budget appropriately.

Initial Study Environmental Issues

Lamphier-Gregory will complete a full assessment of potential environmental impacts against CEQA checklist questions in an Initial Study format consistent with Article 9 and Appendix C of the CEQA Guidelines. The following topic areas are expected to be of interest to City staff, other regulatory agencies, and/or the reviewing public:

- Aesthetics/Light and Glare: Lamphier-Gregory will utilize graphics/renderings from the applicant to discuss aesthetic effects. Based on preliminary discussion with City staff, we do not anticipate there are any protected views that would be impacted by the project. We will use technical illumination information from the Newark Clear Channel Billboards project (generated by technical lighting expert, Zeiger Engineers) for the discussion of light and glare, which concludes light levels past 250 feet (the distance of the closest residence), would be barely perceptible. This scope assumes monitoring of ambient light levels or photometric studies will not be required.
- Biological Resources: H. T. Harvey will conduct a single site visit and prepare a brief biotic assessment report and identify any potentially regulated habitats and special-status species that may be directly impacted. In addition, H. T. Harvey will evaluate the effects of increased lighting on the biological resources in the larger project vicinity, such as migrating birds, California clapper rail, salt marsh harvest mouse, and San Francisco garter snake, which are known to occur in the nearby slough. For this assessment, H. T. Harvey will draw heavily from the research and analysis completed for

previous Clear Channel billboard projects with Lamphier-Gregory. (H.T. Harvey's full scope is attached.)

- Energy Usage and Greenhouse Gas Emissions: Lamphier-Gregory will provide energy usage information from the applicant and use it to generate operational greenhouse gas emissions estimates.
- Traffic and Safety: Lamphier-Gregory will provide a review of the current state of regulations regarding digital billboards and traffic safety and the proposed project's consistency with such regulations.

All other topic areas are assumed to require minimal discussion to demonstrate significance levels. Lamphier-Gregory will include any other technical information available from the applicant to support CEQA analysis, such as soils/geotechnical reports, Phase I hazardous materials information, and site plans. Lamphier-Gregory will perform the required NWIC records search to confirm there are no known cultural resources at the site.

Document Production, Distribution and Review

A combined Initial Study and Mitigated Negative Declaration document will be prepared and presented to the City for internal review. Our scope and budget assumes one round of digital review of administrative draft documents followed by necessary revisions and a subsequent quick digital review/screencheck.

Lamphier-Gregory will print up to 25 copies of public review documents for the City to distribute internally and to their mailing list. A digital copy will also be provided to the City. The State Clearinghouse now accepts digital copies and a summary form only instead of full hard copies, which will be submitted by Lamphier-Gregory.

There will be a 30-day public review period for the Initial Study/Mitigated Negative Declaration.

Lamphier-Gregory will also prepare a Notice of Completion (NOC) form for filing with the State Clearinghouse and a mitigation monitoring and reporting program (MMRP) as required by §15097 of the CEQA Guidelines for adoption along with approval of the project.

Response to Comments

City staff will provide Lamphier-Gregory with copies of all comments received during the public review period. We will review the comments and coordinate with City staff to discuss appropriate response. Our scope and budget assumes only limited comment will be received and that the response can be dealt with in a brief memorandum without the need for additional analysis or revision/re-circulation of the IS/MND document. Therefore, we have allotted only 14 hours total time toward this task. If additional comment is received and/or additional analysis is required, we can coordinate for additional scope and budget at the time.

Meetings, Hearings and Administration

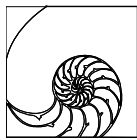
This scope assumes the following meetings:

1. One (1) Start-up meeting with the City and applicant
2. Two (2) public hearings before Planning Commission and/or City Council

We have also included additional time for project management and coordination that can be used in part for coordination via email and telephone or may stretch to cover an additional meeting or two if that is the preferred mode of coordination.

Direct expenses for reimbursement will include in-house copying, document printing, delivery costs, and automobile travel expense at \$0.56 per mile.

III. Firm Qualifications and Staffing



LAMPHIER-GREGORY is a professional services firm specializing in urban planning, environmental analysis and project management. Our services include preparation of Environmental Impact Reports (EIRs) and other environmental review documents; project review and permit processing; and assistance to local agencies in managing large complex, and controversial projects. Lamphier-Gregory has grown in both size and capability since its inception in 1979. Preparing environmental documents as a prime contractor for Cities and City governmental agencies is the firm's primary focus. Typical projects include CEQA and NEPA documents for urban and suburban residential and commercial developments, municipal facilities (e.g. firehouses, juvenile justice facilities), churches, schools, office buildings, transportation projects (e.g., interchange improvements), and industrial projects including gas pipelines and refineries. As a result of our wide-ranging environmental assignments, the firm has developed a deep reservoir of experience with CEQA.

We have worked on previous Clear Channel billboard projects, including most recently in the Cities of South San Francisco, Benicia, and Newark.

LAMPHIER-GREGORY STAFFING

For this project, **Rebecca Gorton**, Senior Planner, will be the Project Manager and principal environmental document preparer, under the direction of **Scott Gregory**, President, and Project Director. Resumes are attached.

Scott Gregory has managed, prepared and peer reviewed a wide variety of environmental documents including EIRs and Initial Studies/Negative Declarations and EIR Addendums for many public and private development projects and for local General Plans and Specific Plans during his 25 + years of professional planning experience.

Rebecca Gorton has been with Lamphier-Gregory since 2005 and has been an outstanding addition to the staff, demonstrating an impressive ability to generate superior quality work in a focused and efficient yet forceful manner. Rebecca has been the principal document preparer for environmental documents ranging from small addendums to large programmatic EIRs and was the document preparer for the recent Clear Channel Billboards projects.

References are available upon request.

IV. Schedule

We anticipate an administrative draft of the IS/MND could be provided within 3.5 weeks of contracting and receipt of all relevant documentation from the applicant, with another 3 weeks for iterative internal review/revision prior to publication. Depending on the level of comments received, we anticipate having administrative draft responses within 1.5 weeks of the close of the review period.

Assuming a start date in mid-September, the project could be to approval hearings in December. The exact dates/schedule can be finalized during project start-up.

V. Budget & Costs

The line item breakdown shown on the next page reflects our estimate of the cost to prepare the environmental document and to work with City staff through the environmental review process. Total costs are estimated at **\$26,928**. This budget is based on our expectation of the level of effort needed to adequately assess the project and our experience with other environmental documents. Because of the inherent unpredictability of this work, we recommend including a contingency line item that will make it easier to deal with out-of-scope work, should the need arise. Including an approximately 10% contingency would result in a final budget of **\$29,500** which we would treat as a “Not to Exceed” budget amount. Any changes to the final budget would require prior approval.

Budget to Prepare an MND for the Belmont Clear Channel Billboard Project							
		Lamphier - Gregory				H. T. Harvey	Exp.
		Hrs	Principal	Hrs	Senior Planner		Total
Hourly Rates			\$225		\$180		
TASK 1: Environmental Checklist							
1.1	Review Background Materials		\$0	3	\$540		\$540
1.2	Prepare Project Description		\$0	3	\$540		\$540
1.3	Aesthetics		\$0	4	\$720		\$720
1.4	Biological Assessment		\$0	2	\$360	\$4,338	\$4,698
1.5	NWIC Cultural Records Search (Rapid Response)		\$0	3	\$540		\$580
1.6	Energy and GHG Assessment		\$0	4	\$720		\$720
1.7	Traffic Safety		\$0	8	\$1,440		\$1,440
1.8	Other Environmental Topics		\$0	23	\$4,140		\$4,140
	Subtotal:	0	\$0	50	\$9,000	\$4,338	\$580
TASK 2: Initial Study, Admin Draft, Revisions, Distribution							
2.1	Prepare/Submit Admin. Draft Initial Study	2	\$450	2	\$360		\$810
2.2	Revisions per City staff comments		\$0	8	\$1,440		\$1,440
2.3	Print/Deliver the IS/MND for public review (25 copies)		\$0	4	\$720		\$1,200
2.4	Prepare & File NOC		\$0	2	\$360		\$360
	Subtotal:	2	\$450	16	\$2,880		\$1,200
TASK 3: Comments Response & MMRP							
3.1	Review Comments; Discuss, Prepare Memo	1	\$225	13	\$2,340		\$2,565
3.2	Prepare MMRP		\$0	4	\$720		\$720
	Subtotal:	1	\$225	17	\$3,060		\$0
TASK 4: Meetings, Expenses and Project Management							
4.1	Start Up Meeting		\$0	4	\$720		\$720
4.2	PC/CC Meetings (3)		\$0	8	\$1,440		\$1,440
4.3	Project Management/Administration	1	\$225	14	\$2,520		\$2,745
4.4	Other Reimbursable Expenses		\$0		\$0	\$290	\$290
	Subtotal:	1	\$225	26	\$4,680		\$290
TOTAL ESTIMATED COSTS		4	\$900	109	\$19,620	\$4,338	\$2,070
Suggested Contingency (~10%)							\$2,572
Proposed Project Budget							\$29,500

Lamphier-Gregory only charges for the time and expense incurred in carrying out the Scope of Work, based on our hourly rate schedule (see below) and reimbursement of actual out of pocket expenses. In the event that the work can be completed with less effort than anticipated, unexpended amounts in the budget would not be invoiced.

Hourly Rate Schedule

Lamphier-Gregory

Scott Gregory, President	\$225/hour
Senior Planner, Rebecca Gorton	\$180/hour

H.T. Harvey

Steve Rottenborn, Principal, Wildlife Ecology	\$215/hour
Ginger Bolen, Senior Wildlife Ecologist	\$147/hour
Graphics/GIS	\$105/hour
Support	\$80/hour

Payment is due within 30 days of receipt of invoices. Reimbursable expenses and subconsultant costs are invoiced at cost plus 10%.



1 August 2014

Rebecca Gorton
Lamphier-Gregory
1944 Embarcadero
Oakland, CA 94606

RE: Belmont Clear Channel Billboard Project – Revised Proposal for a Biological Impacts Assessment
(Proposal #3456-02)

Dear Ms. Gorton:

Per your request, H. T. Harvey & Associates is pleased to provide a proposal to assist Lamphier-Gregory by preparing a biological impacts assessment for the construction of a billboard by Clear Channel in Belmont, California. It is our understanding that Clear Channel proposes to erect a new billboard at 1385 Shoreway Road in Belmont, California.

We propose to have an ecologist conduct a single site visit to the project location and prepare a brief biotic assessment report that briefly describes existing biological conditions within the project footprint; any potential biotic constraints, such as potentially regulated habitats (e.g., wetlands) and special-status species that may be present; and impacts to such biological resources.

Our impact assessment will include not only an analysis of impacts of construction of the billboard on biological resources in the project footprint, but also an evaluation of the effects of lighting from the billboard on the biological resources in the project area. This assessment of the effects of increased lighting will take into account the degree of sensitivity of biological resources in the vicinity of the new billboard, and will draw heavily from our research and analysis for the Highway 92 billboard assessment and our assessment of lighting impacts for three Newark billboards and one South San Francisco billboard, all of which we previously prepared for Lamphier-Gregory and Clear Channel. Given that the Belmont project site is located immediately adjacent to Belmont Slough, and that several sensitive species, including the state and federally endangered California clapper rail (*Rallus longirostris obsoletus*), salt marsh harvest mouse (*Reithrodontomys raviventris*), and San Francisco garter snake (*Thamnophis sirtalis tetrataenia*), are known to occur in this slough, we expect some additional analysis of the indirect effects, or lack thereof, of increased lighting on sensitive species to be necessary as compared to a location farther from habitat for such sensitive species. For this reason, the budget for this proposed biological impacts assessment is higher than that for the recently conducted South San Francisco Clear Channel Billboard Project.

If this assessment identifies any impacts potentially significant under the California Environmental Quality Act (CEQA), our report will also describe measures to reduce any such impacts to less than significant levels.

We will bill this work on an hourly basis, plus mileage expenses, not to exceed \$3944 per the attached budget spreadsheet and fee schedule. If you have any questions, please contact me at gbolen@harveyecology.com or (408) 458-3246. Thank you very much for contacting H.T. Harvey & Associates regarding this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Ginger M. Bolen", is positioned above the printed name.

Ginger M. Bolen, Ph.D.
Senior Wildlife Ecologist

Attachments: Budget spreadsheet and fee schedule



H.T. HARVEY & ASSOCIATES
ECOLOGICAL CONSULTANTS

Project Name: Belmont Clear Channel Billboard Project - Revised Proposal

Proposal Number: 3456-02

Date: 1 August 2014

Task	Personnel Hours by Task				HTH Cost by Task	HTH Direct Expenses	Total Project Cost
	Steve Rottenborn Principal, Wildlife Ecology	Ginger Bolen Senior Wildlife Ecologist	Graphic/GIS	Support			
	\$ 215.00	\$ 147.00	\$ 105.00	\$ 80.00			
Site Visit		4			\$588	\$60	\$648
Letter Report	2	16	4	1	\$3,282	\$14	\$3,296
Total Labor Hours	2	20	4	1			
TOTAL COST	\$ 430	\$ 2,940	\$ 420	\$ 80	\$3,870	\$81	\$3,944

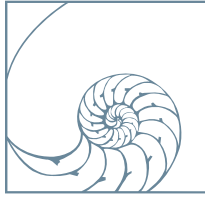


Professional Fees

Fees Effective January 1, 2014

Personnel Classification	Hourly Billing Rate
Principal	\$ 215 – 247
Senior Associate Ecologist	\$ 194
Associate Ecologist	\$ 179
Senior Ecologist 2	\$ 163
Senior Ecologist 1	\$ 147
Ecologist 2	\$ 131
Ecologist 1	\$ 116
Field Biologist 2	\$ 100
Field Biologist 1	\$ 84
GIS Analyst	\$ 105
Technical Editor	\$ 100
Administrative Support	\$ 80
Clerical Support	\$ 65
Deposition and Testimony	Two times standard
Subcontractual Consultants	Cost plus 10%
Direct Expenses	Cost plus 10%
Transportation	Current IRS Federal Standard Mileage Rate (56¢ / mile as of January 2014)
Travel (Cost plus 10%)	~ \$200/day (based on federal per diem rate)
Field Equipment Operation	Variable

INTRODUCTION TO LAMPHIER-GREGORY



LAMPHIER-GREGORY is a professional services firm specializing in environmental analysis, urban planning and project management. Our services include preparation of Environmental Impact Reports (EIRs) and other environmental review documents; project review and permit processing; and assistance to local agencies in managing large, complex and controversial development projects.

Our greatest asset is our staff of professional planners. The common thread among our staff is a passion for our work, which reflects our deeply held desire to positively affect both the natural and built environment. Pursuant to California planning and environmental laws, we develop factual and technically correct information that informs the planning and development decisions of local communities. In all our work, we are keenly aware of our professional obligation to remain unbiased and objective, but we also recognize the political, social and economic context of our assignments. These are all important and legitimate factors to include in decisions that affect the quality of our communities.

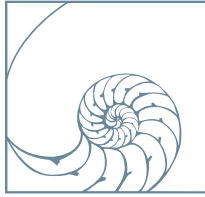
We are proud of the many long-term relationships we have with our clients. Most of our work arises from personal referrals or new assignments from existing clients. We believe our long-term relationships are a testimony to the quality of our work. Our understanding of the communities in which we work and our accumulated knowledge of their regulatory environments enables us to expedite review of development proposals, highlight key issues, resolve conflicts and develop workable solutions.

As a small firm, we are unusually attentive and responsive to client needs. We keep pace with demanding project schedules and prepare products in a timely manner. Our central location in Oakland affords easy access to clients throughout the Bay Area.

Lamphier-Gregory maintains ongoing relationships with specialists in a wide variety of technical fields. When a project calls for technical analyses, we hand pick subconsultants from various disciplines, assembling an experienced team appropriate to the project's demands.

Lamphier-Gregory is certified as a Small Local Business Enterprise (SLBE) by the City of Oakland, the Port of Oakland, the City and County of San Francisco, Alameda County, the Alameda County Transportation Authority, the East Bay Municipal Utilities District, Caltrans and the State of California's Office of Small and Minority Business.

ENVIRONMENTAL ANALYSIS



LAMPHIER-GREGORY has extensive experience in conducting environmental analyses in accordance with California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) guidelines. Cities and other public agencies throughout the Bay Area rely on Lamphier-Gregory to prepare environmental documents for a diversity of projects ranging from shopping centers, office buildings and housing developments to transportation and public infrastructure improvements; from industrial and energy-related projects to schools, parks and other public facilities; and from rural subdivisions to new suburban master-planned communities and urban downtown redevelopment. Lamphier-Gregory is capable of preparing a full range of environmental documents including Environmental Impact Reports (EIRs), Environmental Impact Statements (EISs), Environmental Assessments (EAs), Initial Studies, Mitigated Negative Declarations, and Mitigation Monitoring Programs.

APPROACH

We are keenly aware of the lead agency's need for independent and objective environmental analysis under CEQA. We also understand that project applicants have important development objectives and that their projects need to be considered fairly and openly during the environmental review process. Our clients are confident that we deliver a defensible, effective and on-time document.

- Our first priority is to consolidate all relevant technical information, whatever its complexity, into a clear and concise presentation of existing setting and conditions.
- Based on established standards and thresholds we then examine each environmental issue to identify potential or likely impacts.
- We then proceed to develop reasonable and feasible mitigation measures designed to reduce or avoid environmental effects.



Our approach to conducting environmental review emphasizes process as well as product. As such, our clients count on us to be capable of explaining often complex environmental issues to the public in a public setting. The depth and breadth of qualifications that Lamphier-Gregory brings to the environmental review process also includes conflict resolution and problem-solving skills and we use these skills to help facilitate decisions. While our environmental review documents provide a firm basis for informed public decision-making, our approach to the process provides appropriate context and opportunity for resolution of issues in the public arena.

INITIAL STUDIES AND NEGATIVE DECLARATIONS

LAMPHIER-GREGORY is well versed in preparation of Initial Studies and Mitigated Negative Declarations. CEQA Guidelines provide for less rigorous environmental review appropriate for the analysis of smaller straight-forward projects. Frequently these projects have generated little or no controversy but still require the appropriate level of environmental review. Our responsibility under these assignments is always to ensure a clear, complete and accurate environmental record, to closely adhere to the CEQA process and often to shepherd projects through the public hearing and approval process.

Some examples of these shorter but important CEQA documents prepared by Lamphier-Gregory include:

- *Union Point Park Mitigated Negative Declaration*, prepared for the Port of Oakland
- *Wind River Corporate Campus Master Plan Mitigated Negative Declaration*, prepared for the City of Alameda, Wind River as applicant
- *Castro Valley Redevelopment Project Environmental Determination*, prepared for the Alameda County Redevelopment Agency
- *CareMeridian Creekside Facility Mitigated Negative Declaration*, prepared for the Town of Fairfax
- *Armstrong and Reiger Subdivision PUD Negative Declarations*, prepared for the City of Lathrop, Richmond American Homes as applicant
- *Grand Marina Mitigated Negative Declarations*, prepared for the City of Alameda, Warmington Homes as applicant
- *Miller Avenue Residential Project Mitigated Negative Declaration*, prepared for the City of Mill Valley



Grand Marina Villages



Miller Avenue Residential Project



Scott Gregory, President

sgregory@lamphier-gregory.com

Mr. Gregory has managed a wide variety of environmental assessments, private land development projects, and public general plans and specific plans during his now 25+ years of professional planning experience. Throughout his career, Mr. Gregory has developed a strong interest in working with communities to resolve complex land use and environmental issues.

Project Management

Mr. Gregory is especially adept at managing large consulting teams to achieve client objectives. His responsibilities at Lamphier-Gregory have included serving as Project Manager on a number of large projects with planning services budgets exceeding \$1 million. As Project Manager, Mr. Gregory's role has included managing overall schedules and budgets to ensure successful completion of planning and environmental projects. He has also coordinated technical input from a variety of disciplines to ensure that these issues are adequately and appropriately addressed. As a Project Manager, Mr. Gregory essentially serves as an extension of the client's staff to advocate and/or represent the client's interests throughout the planning and environmental review process.

Representative Projects:

- Kaiser Oakland Medical Center and Replacement Hospital Project, City of Oakland
- Oakland Army Base Reuse Plan and Redevelopment Plan EIR, City of Oakland and the Oakland Base Reuse Authority
- Stockton Specific Plans and Master Development Plans, Contract Planning Services, City of Stockton

Preparation of Complex Environmental Documents

Mr. Gregory is skilled and experienced in preparing clear and concise environmental documents that communicate to technical audiences as well as public decision-makers and the community. Mr. Gregory has written numerous CEQA documents ranging from initial studies and negative declarations to complex combined EIR/EIS reports. As part of these projects, Mr. Gregory has managed teams of sub-consultants to address complex environmental issues, directing the teams' scope of work, budget, and work products to produce EIR's on time and within budget. His role has also required an ability to interpret technical details into easy to understand, publicly accessible and comprehensive documents that have enabled city councils, county supervisors and planning commissions to make informed decisions on proposed projects.

Representative Projects:

- Buena Vista Wind Energy Repowering Project EIR, County of Contra Costa
- West Oakland Redevelopment Plan and Central City East Redevelopment Plan EIRs, City of Oakland
- Napa Oaks Project EIR, City of Napa
- North Livermore Specific Plan EIR, City of Livermore and Alameda County
- First Presbyterian Church of Berkeley Facility Master Plan EIR, City of Berkeley

Education

Master of Regional Planning
and Landscape Architecture,
University of Massachusetts,
Amherst – 1982

Bachelor of Environmental
Design, University of Colorado,
Boulder – 1980

Employment History

2007 – Present
President,
Lamphier-Gregory

1997 – 2007
Principal,
Lamphier-Gregory

1992 – 1997
The Planning Collaborative

1989 – 1992
Sedway Cooke Associates

1984 – 1992
Resource Concepts, Inc.
Carson City, Nevada



Rebecca Gorton, Senior Planner

rgorton@lamphier-gregory.com

Education

Master of Urban and Regional Planning, University of California, Irvine – 2005

Bachelor of Science, Environmental Forest Biology, State University of New York, College of Environmental Science & Forestry (SUNY ESF), Syracuse – 1998

Employment History

2005 – Present
Lamphier-Gregory
Oakland, California

2004 – 2005
Pacific Planning Group
Laguna Hills, California

Ms. Gorton has performed in a capacity as project manager and both principal author and co-author for environmental analysis documents, long range planning efforts, and policy reports. Before joining the firm, Ms. Gorton was employed by Pacific Planning Group where she acted as a project manager for land use entitlement of commercial development projects, including coordination of subcontractors; review of policies and regulations; preparation of due diligence reports, application materials, fee schedules, and notification packages; issue analysis and resolution; and public hearings and community meetings. Her unique mix of skills allows for the ability to act as coordinator of multi-element projects or to smoothly slot relevant skills into technical teams.

Project Management

Ms. Gorton has a demonstrated ability to manage and support a range of complex projects including conceptual-level planning, environmental analysis, entitlement, and community outreach as well as to coordinate input from a variety of disciplines. She is apt at balancing the big picture with the need for attention to detail while meeting aggressive schedules. She has been able to use her knowledge of urban planning issues to effectively analyze technical sources of information such as general plans, zoning regulations, and technical studies. Ms. Gorton has worked efficiently with teams composed of colleagues, subconsultants and clients to synthesize information into effective team-produced documents.

Air Quality & GHG Impact Analysis

Ms. Gorton provides the in-house capability for conducting air quality and greenhouse gas analyses and screening-level construction-period Health Risk Assessments for projects, consistent with applicable CEQA guidelines and thresholds. Ms. Gorton has kept pace with the evolving guidelines, significance thresholds and analytical models (e.g., URBEMIS2007, CalEEMod, SCREEN3) for conducting these analyses and is highly competent in this aspect of environmental review work.

Preparation of Environmental Documents

Ms. Gorton has experience with technical writing and editing including having held duties in a previous position as the scientific editor for technical papers for publication. Ms. Gorton is practiced in the completion of environmental documents, staff documents, application materials, and presentation materials as primary author or co-author as well as serving as an editor for colleagues' materials. Her ability to interpret technical details into easy to understand, publicly accessible and comprehensive documents highlights her environmental analysis skills.

Representative Projects:

- Wheeler Plaza Redevelopment Project EIR, City of San Carlos
- Oyster Point Specific Plan and Phase I Project EIR, City of South San Francisco
- Foothill Square Redevelopment Project MND, City of Oakland
- West Ceres Specific Plan EIR and Community Outreach, City of Ceres
- Turk Island Landfill Consolidation and Residential Subdivision EIR, City of Union City
- Menlo Park Fire District Environmental Review for Station Replacement Projects, Menlo Park Fire Protection District and City of East Palo Alto



H. T. HARVEY & ASSOCIATES

ECOLOGICAL CONSULTANTS

H. T. Harvey & Associates is a consulting firm that specializes in providing expert ecological services to public agencies, municipalities, and private companies. Our company has earned a well-respected reputation for employing the highest caliber of scientific expertise to deliver sound data and technical analyses to our clients in support of their land use and resource management decisions.

Our firm was founded in 1970 by a group of ecology professors to conduct research and consulting projects. One of these founders, pioneering wetlands ecologist Dr. H. Thomas Harvey, became the company president and namesake. Today, H. T. Harvey & Associates offers an extensive range of ecological consulting services, including:

- Environmental Impact Analyses
- Endangered and Special-Status Species Studies and Consultations
- Wetland Delineations and Expert Consultations
- Restoration Design
- Permit Applications and Processing
- Ecological Research
- Conservation and Park Planning

At H. T. Harvey & Associates, we pride ourselves on employing highly-trained ecologists. Our company has a reputation for its wide range of ecological expertise and experienced scientific staff, which is made up of restoration ecologists, permitting specialists, plant ecologists, wildlife biologists, soil scientists, and landscape architects. Our senior scientists average over 20 years of experience in their respective disciplines.

Our company is committed to producing ecological documentation that is accurate, consistent, and concise. With over 400 peer-reviewed publications, our staff's expertise is widely recognized in the scientific community. In addition, H. T. Harvey & Associates complements our scientific data with a skilled graphics arts department, complete with full Geographic Information System (GIS) and AutoCAD capabilities.

H. T. Harvey & Associates' experience with the biota and wetlands immediately surrounding the South San Francisco Bay is unparalleled. The company was founded by scientists whose studies focused on these habitats and the species that inhabited them.

We also pride ourselves on our regulatory experience including CEQA analysis. Our services include conducting biological surveys, database searches, habitat mapping and delineation, and habitat assessments, preparation of opportunities and constraints analyses, impact assessments, biological assessments, habitat assessment reports, and GIS maps with metadata documentation. We also assist with planning to help avoid and minimize impacts and identify opportunities to conserve or enhance biological resources. Our established reputation lends great credibility to our documents, and allows decision makers, reviewing agencies and individuals to have confidence in the information presented.



Ginger M. Bolen, Ph.D.

Senior Wildlife Ecologist

gbolen@harveyecology.com
408-458-3246

AREAS OF EXPERTISE

- Ecology of birds
- Endangered Species Act consultation/compliance
- Environmental impact assessment (NEPA/CEQA)
- Construction compliance and monitoring

PERMITS AND LICENSES HELD

- USFWS Recovery Permit – California red-legged frog
- California Department of Fish and Game Scientific Collecting Permit

EDUCATION

- Ph.D. Behavioral Ecology, University of California, Berkeley, 1999
- B.S. Wildlife Science, Purdue University, 1991

PRIOR PROFESSIONAL EXPERIENCE

- Senior Wildlife Biologist, North State Resources Inc., 2004-2010
- Wildlife Ecologist, H. T. Harvey & Associates, 2001-2004
- Research Associate, Smithsonian Institution, 1999-2001

KEY PROJECTS

- Dublin Ranch and Dublin Ranch West
- Stillwater Business Park EIS/EIR
- Santa Clara Valley Water District Stream Maintenance Program EIR
- Jade's Ranch HCP
- Modoc National Wildlife Refuge Comprehensive Conservation Plan and EA
- USFS Region 5 Sensitive Mammals Evaluation

KEY PUBLICATIONS

- Crosbie, S., D. Bell, and G. Bolen. 2006. Vegetative and thermal aspects of roost-site selection in urban Yellow-billed Magpies. *Wilson Journal of Ornithology* 118(4):532-536.
- Bolen, G., S. Rothstein, and C. Trost. 2000. Egg recognition in Yellow-billed and Black-billed Magpies in the absence of interspecific parasitism: Implications for parasite-host coevolution. *Condor* 102:140-147.

PROFESSIONAL PROFILE

Ginger is a senior wildlife ecologist and project manager specializing in regulatory compliance issues related to CEQA, NEPA, and the federal and state Endangered Species Acts.

Ginger is a board-certified wildlife biologist who has worked in a range of environmental settings and geographic regions. Her most recent research has focused on ecological flexibility in waterfowl and the cause of the population decline of the American black duck. She has also conducted extensive research in California's Central Valley on one of the state's only endemic bird species, the yellow-billed magpie, including studies on its mating strategy, nesting association with Bullock's orioles, and egg recognition abilities.

As an ecological consultant, Ginger has contributed to a diverse array of projects throughout northern and central California, including NEPA/CEQA documentation, habitat conservation plans, open space management plans, biological constraints analyses, special-status species surveys (e.g., valley elderberry longhorn beetle, California tiger salamander, California red-legged frog, burrowing owl, bald eagle, Swainson's hawk, and San Joaquin kit fox), and construction-site monitoring. She has extensive experience with the regulatory requirements of NEPA and CEQA as they relate to the preparation of environmental documents and has a strong understanding of the state and federal Endangered Species Acts, which allows her to prepare effective environmental documents that fully satisfy the regulatory requirements of the agencies that issue discretionary permits. In her role as project manager, she has supervised data collection and analysis, report preparation, and agency and client coordination.

Ginger has managed a number of large and complex project involving wildlife issues, including CEQA assessment, NEPA Assessment, and/or Endangered Species Act consultation for the Santa Clara Valley Water District SEIR, Jade's Ranch Habitat Conservation Plan, and Modoc National Wildlife Refuge Comprehensive Conservation Plan. Ginger recently served as senior wildlife biologist and project manager for a 700-acre City of Redding business park development project. Key biological issues included the presence of the federally listed vernal pool tadpole shrimp and slender Orcutt grass as well as their critical habitat, and suitable habitat for the federally listed valley elderberry longhorn beetle. Ginger's participation in collaborative meetings with the City of Redding, U.S. Fish and Wildlife Service, Environmental Protection Agency, and the U.S. Army Corps of Engineers resulted in the design of avoidance and mitigation measures and an open space management plan that was approved by all permitting agencies. In 2008, Ginger oversaw the analysis of over 100 rare mammals potentially occurring on National Forest System lands in California. Analysis included a comprehensive literature review and preparation of a summary of the biology, ecology, and conservation concerns for each species, culminating in a determination of whether they should be considered "Sensitive" to National Forest System management actions.



STAFF REPORT

Meeting Date: August 26, 2014

Agenda Item #8K

Agency: City of Belmont

Staff Contact: Rico Acquisti, Public Works – Fleet Management, 650-595-7466,
racquisti@belmont.gov

Agenda Title: Authorizing the Purchase of Unleaded Gasoline and Diesel Fuel

Agenda Action: Resolution

Recommendation

Approve a resolution authorizing the purchase of unleaded gasoline and diesel fuel from Valley Oil Company for an amount not to exceed \$25,000.

Background

Fleet Management routinely purchases fuel used by both the City of Belmont and the Belmont Fire Protection District. Fuel must be purchased regularly in order to maintain an adequate inventory for refueling vehicles and equipment. A bid request was sent out via email to four fuel vendors. Valley Oil Company was the lowest responsible bidder.

Analysis

Fleet Management is responsible for the fuel dispensing island located at the Corporation Yard. Because fuel is consumed every day, Fleet Management monitors the fuel inventory and places a fuel order before running low. Having an adequate fuel inventory at all times is essential to ensuring vehicles and equipment is available for routine assignments as well as responding to emergencies. Fuel is ordered in bulk which allows the City to receive discount pricing and eliminate delivery fees.

Alternatives

1. Take no action.
2. Refer back to staff for further information.

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: 573-0-000-1711/Fuel

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE PURCHASE OF UNLEADED GASOLINE AND DIESEL FUEL FROM VALLEY OIL COMPANY FOR AN AMOUNT NOT TO EXCEED \$25,000

WHEREAS, Fleet Management routinely purchases fuel used by both the City of Belmont and the Belmont Fire Protection District; and,

WHEREAS, fuel must be purchased regularly in order to maintain an adequate inventory for refueling vehicles and equipment; and,

WHEREAS, the funds for this operational expense is allocated in the FY 2015 budget, Account No. 573-0-000-1711/Fuel.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to purchase unleaded gasoline and diesel fuel from Valley Oil Company for an amount not to exceed \$25,000.

* * *

ADOPTED August 26, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: August 26, 2014

Agenda Item #8-L

Agency: City of Belmont

Staff Contact: Jennifer Rose, Finance Department, (650) 595-7453, jrose@belmont.gov

Agenda Title: Agreement for Low-Moderate Income Housing Programming and Relocation Assistance

Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to execute a Service Agreement with Associated Right of Way Services, Inc. to perform program development and residential relocation assistance for low-moderate income housing in an amount not to exceed \$17,000.

Background

After the Belmont Redevelopment Agency ("RDA") was dissolved on February 1, 2012, the City of Belmont elected to serve as the "housing successor," and assumed all of the rights, obligations, and housing assets of the former RDA. The housing assets of the former RDA were transferred to the housing successor by operation of law on February 1, 2012 and placed in the City's "Low and Moderate Income Housing Asset Fund." In September 2013, the Belmont Oversight Board (comprised of representatives from the various local taxing entities) approved the Belmont Housing Assets Transfer Form which was subsequently sent to the State Department of Finance for review and approval.

Among the housing assets transferred to the City of Belmont were sixteen real property assets, including five low-moderate income rental units and two special needs group homes. The Belmont housing successor is funded by ongoing rental property income from several of these assets, which is used to pay for professional property management services, housing property repair and maintenance, rental unit utilities, and homeowner association dues, as well as technical assistance for the state mandated update of the General Plan Housing Element 2014. Housing Successor expenses exceed the current rental revenues thereby requiring a subsidy from the City's General Fund.

Senate Bill 341 created new regulatory guidelines for housing successor agencies and accordingly, the Belmont Housing Successor must initiate activities on the transferred real property assets by August 30, 2017. On January 14, 2014, staff received direction from City Council regarding development of a real property asset disposition plan. This plan is identified as a City Council Priority item, and serves to evaluate whether it would be appropriate and more financially sustainable to transfer certain real property assets another entity. There are generally three options available to the housing successor for each property:

1. **Disposition** – The Belmont housing successor may determine that certain low-moderate income (LMI) real property assets create potential liabilities for the City of Belmont and that it would be appropriate for the housing successor to dispose of these assets, either via sale to a private party or transfer to an appropriate housing service provider (i.e. non-profit organization, housing

authority). Proceeds from sale of LMI properties would need to be utilized in accordance with state housing law.

2. **Development** – The Belmont housing successor may determine that some of the real property assets provide viable opportunities for development of new LMI housing units in conjunction with our Economic Development 2.0 efforts.
3. **Retention** – The Belmont housing successor may choose to retain certain LMI real property assets and thus assume the responsibilities and risks (i.e. maintenance) associated with provision of LMI housing on that property.

Analysis

In response to Council's direction, staff requested proposals from several relocation assistance firms to provide program development and tenant relocation assistance services. Staff received proposals from two firms, performed interviews with both, and evaluated the firms based on experience, scope of work proposed, and cost.

Staff concluded that Associated Right of Way Services, Inc. (ARWS) is the most highly qualified firm, would likely deliver the best services, and offered a superior proposal (attached).

ARWS's proposed services include:

Task 1: Development of Plan for Possible Disposition of Properties

- a. Create and analyze options for the disposition of the properties
- b. Identify potential buyers/nonprofit developers
- c. Identify potential impact to occupants
- d. Participation in discussions with current nonprofits in place and potential buyers
- e. Participation in discussions with property occupants
- f. Development of Relocation Program to mitigate impact and identify available assistance under state and federal programs

Task 2: Relocation Planning Services

- g. Preparation of a Relocation Impact Study and Last Resort Housing Plan in accordance with state law
- h. Attempt to meet with affected project occupants regarding replacement site needs
- i. Research on available replacement sites in the area

Task 3: Relocation Assistance Services

- j. Provide a project manager and supporting staff to implement the Relocation Program
- k. Act as a liaison between the City and the affected occupants
- l. Perform housing valuation studies
- m. Provide site searching services
- n. Provide residential relocation assistance

Task 4: Property Value Estimates (As needed)

- o. When appropriate, prepare a Broker's Opinion of Value, or property value estimate, to

help guide public policy.

Task 5: Appraisal of Properties (As needed)

- p. Identify properties that may be considered for disposition and prepare appraisals (“market value”) of those properties

Based on the above proposed scope of services and ARWS’s qualifications, staff wishes to engage ARWS for program development and relocation planning services for a not to exceed amount of \$17,000 (Tasks 1-2). The remaining tasks would be performed at the consultant’s proposed hourly rates, subject to City budget availability. Funding for this Council priority item was included in the fiscal year 2015 budget.

Alternatives

1. Take no action.
2. Provide alternative direction to staff related to the disposition or retention of LMI assets.
3. Continue the matter and direct staff to bring additional information to the City Council for consideration.

Attachments

- A. Implementing Resolution
- B. ARWS, Inc. Proposal

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: Account No. 275-5-902-8351 (Housing Successor)

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☒ Council Vision/Priority
- ☐ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO EXECUTE A SERVICE AGREEMENT WITH ASSOCIATED RIGHT OF WAY SERVICES, INC. FOR PROGRAM DEVELOPMENT AND RESIDENTIAL RELOCATION ASSISTANCE SERVICES FOR LOW-MODERATE INCOME HOUSING PROPERTIES

WHEREAS, after the Belmont Redevelopment Agency ("RDA") was dissolved on February 1, 2012, the City of Belmont elected to serve as the "housing successor," and assumed all of the rights, obligations, and housing assets of the former RDA; and,

WHEREAS, the housing assets of the former RDA were transferred to the housing successor by operation of law on February 1, 2012 and placed in the City's "Low and Moderate Income Housing Asset Fund"; and,

WHEREAS, in September 2013, the Belmont Oversight Board (comprised of representatives from the various local taxing entities) approved the Belmont Housing Assets Transfer Form which was subsequently submitted to the State Department of Finance for review and approval; and,

WHEREAS, among the housing assets transferred to the housing successor were sixteen real property assets; and,

WHEREAS, the Belmont housing successor is funded by ongoing rental property income, which is used to pay for professional property management services, housing property repair and maintenance, rental unit utilities, homeowner association dues; and,

WHEREAS, the housing successor believes that certain low-moderate income real property assets may be more appropriately owned or operated by another entity; and,

WHEREAS, in January 2014 the Belmont City Council supported implementation of the following policies for operation of the housing successor:

1) The Belmont housing successor shall use excess LMI funds to further the objective of providing low-income housing resources and opportunities in a manner consistent with Health and Safety Code guidelines; and,

2) The Belmont housing successor shall pursue activities, programs, and development opportunities that complement the development and revitalization efforts within the City's Priority Development Areas.

WHEREAS, the City wishes to retain the services of a consultant who specializes in property disposition and relocation of residential tenants; and,

WHEREAS, Associated Right-of-Way Services, Inc. (ARWS) has submitted a detailed work proposal for program development and residential relocation services, consistent with the direction provided from the City.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute an agreement with Associated Right-of-Way Services, Inc. for program development and residential relocation assistance services for an initial amount not to exceed \$17,000, and for assistance relocation and appraisal services, as needed, at the proposed hourly rates subject to City budget availability.

* * *

ADOPTED August 26, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

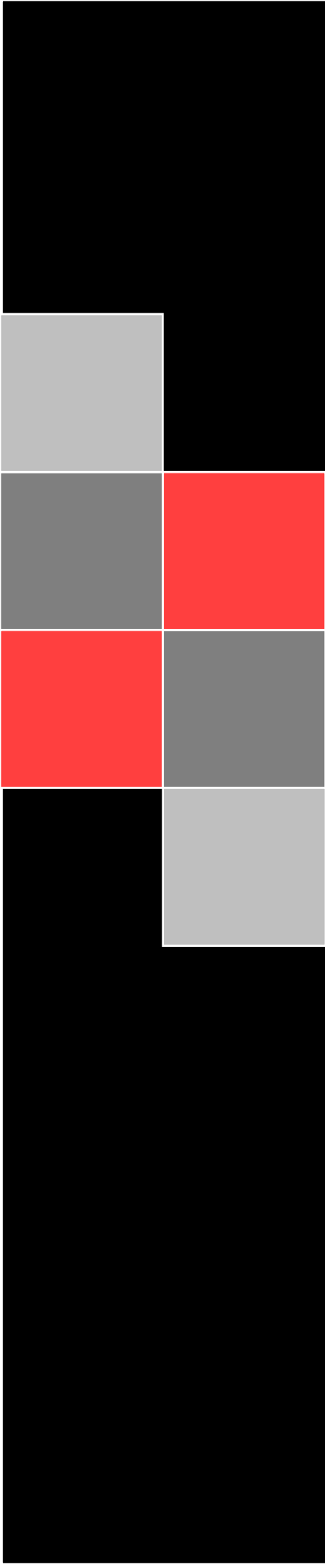
ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



Proposal to Provide Program Development and Residential Relocation Assistance Services

Submitted to the

City of Belmont



2300 Contra Costa Boulevard, Suite 525
Pleasant Hill, CA 94523
Phone: (800) 558-5151
Fax: (925) 691-6505

CORPORATE PROFILE

Associated Right of Way Services, Inc. (AR/WS) provides real estate and right of way consulting for federal, state, and locally funded public projects. Since 1989, AR/WS has successfully completed hundreds of projects with local public agencies, state and federal agencies, special districts, transportation authorities, redevelopment agencies, and engineering firms. Our clients benefit from our practical project management and from the experience of our skilled professionals who collaborate as team members to achieve project goals. AR/WS employs staff fluent in Spanish, French, German and Danish.

For more than 20 years our team has provided relocation assistance to households with limited resources who lean on our staff to help find housing that accommodates their needs. AR/WS has also served as Special Master to help develop and implement relocation programs mandated by court order. In addition, our staff instructs courses for the International Right of Way Association and provides case review oversight on federal transportation projects.

AR/WS also provides long-term staff augmentation to deliver enhanced efficiency and effectiveness to the work process. With its wide variety of disciplines, AR/WS offers the technical expertise, depth and continuity needed by agencies to build public confidence in their real estate and right of way programs.

AR/WS is a state certified "California Small Business" Certification No. 30184. Our corporate office is located in Pleasant Hill in Contra Costa County and we maintain an office in Sacramento.

AR/WS is innovative and creative when consulting on today's increasingly complex real estate and right of way programs. Our clients have come to rely on AR/WS to provide reliable real estate and right of way guidance from project planning through implementation.

RIGHT OF WAY PLANNING

- Time & Cost Estimates/Studies
- Coordination/Scheduling
- Consultation
- Inter-Agency Liaison
- Public Hearings & Workshops

RELOCATION ASSISTANCE

- Relocation Plans
- Time & Cost Estimates
- Relocation Advisory Services
- Appeals Advisory Services

APPRAISALS

- Full & Partial Acquisitions
- Permanent & Temporary Easements
- Various Property Types
- Damages/Benefits Analysis
- Review Services & Consultation

ACQUISITIONS

- Person to Person Negotiations
- Full & Partial Acquisitions
- Permanent & Temporary Rights
- Rights of Entry/
- Agreements for Possession and Use
- Leases/Options
- Document Preparation & Processing
- Escrow Coordination
- Condemnation Support Services

COMPREHENSIVE COORDINATION

- Uniform Act Compliance
- Records Management
- Administer Regulations
- Project Delivery Strategies
- Utility Relocation Support
- Right of Way Seminars and Training

UNIFORM ACT COMPLIANCE

AR/WS operates under Caltrans, Housing and Community Development and federal guidelines for property appraisal, acquisition, and relocation services and in conformance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act, 49 CFR Part 24, the Caltrans Right of Way Manual, Government Code Section 7260, et seq., Department of Housing and Urban Development, and other applicable regulations. AR/WS emphasizes the important balance between ensuring fair and equitable treatment to owners and tenants and establishing public confidence in the public acquisition program while meeting project schedules and funding requirements.

TURNKEY CONSULTANTS – LICENSED PROFESSIONALS

AR/WS maintains a staff of professionals, including real estate appraisers, acquisition and relocation consultants, and support staff. In accordance with state requirements, our corporation and all of our appraisers and property acquisition consultants are licensed and/or certified. (The state requires that private acquisition consultants working for public agencies be licensed with the California Department of Real Estate.) Our acquisition consultants also hold notary public commissions to expedite settlements. AR/WS is a Turnkey Right of Way Consultant as defined in Chapter 17 Local Programs section of Caltrans Right of Way Manual.

EMINENT DOMAIN SUPPORT

AR/WS staff has worked with legal counsel on various projects where the condemnation process was initiated. Our detailed and organized files, diary logs and support material have been used by many attorneys in preparation for eminent domain actions.

AR/WS is and has been a turnkey right of way consultant on numerous federally and locally funded projects implementing all phases of the property appraisal, acquisition and relocation services process. AR/WS can accommodate small intermittent projects as well as multiple large-scale assignments. AR/WS staff is cross-trained in the various disciplines to provide added flexibility.

REPEAT CLIENTS – PROVEN TRACK RECORD

Over the years, public agencies have used AR/WS as their on-call right of way/real estate “staff.” Many AR/WS assignments are the result of well-established records of solid project performance with agencies. A significant number of our contracts are either repeat or long-term contracts including, Central Contra Costa Sanitary District (since 1989); Marin County (since 1991); City of Tracy (since 1993); City of Brentwood (since 1995); Napa County Flood Control and Water Conservation District (since 1999); City of Concord (since 2000); City of Modesto (since 2002); San Francisco Public Utilities Commission (since 2005); Alameda County Transportation Commission (since 2005); and others.

In addition to our experience with the more typical project activities, we pride ourselves on our problem solving abilities and creative approach to property acquisition work. Our staff has been selected for not only their technical expertise but also their ability to think independently and communicate effectively with clients and the public.

AR/WS is experienced in bringing organization and structure to multi-tasked projects. AR/WS understands its important role as a representative for its clients. We are attentive to the critical public relations aspect of our work while we provide the technical expertise needed to complete the assigned tasks. AR/WS has been involved with many politically sensitive and highly visible public projects and we look forward to bringing our skills to your projects.

“AR/WS worked well with CORE and the affected residences and businesses. The work performed was completed on schedule despite the challenges of the relocation process. AR/WS was able to relocate all the occupants in a professional, compassionate way – which positively reflected on Core.”

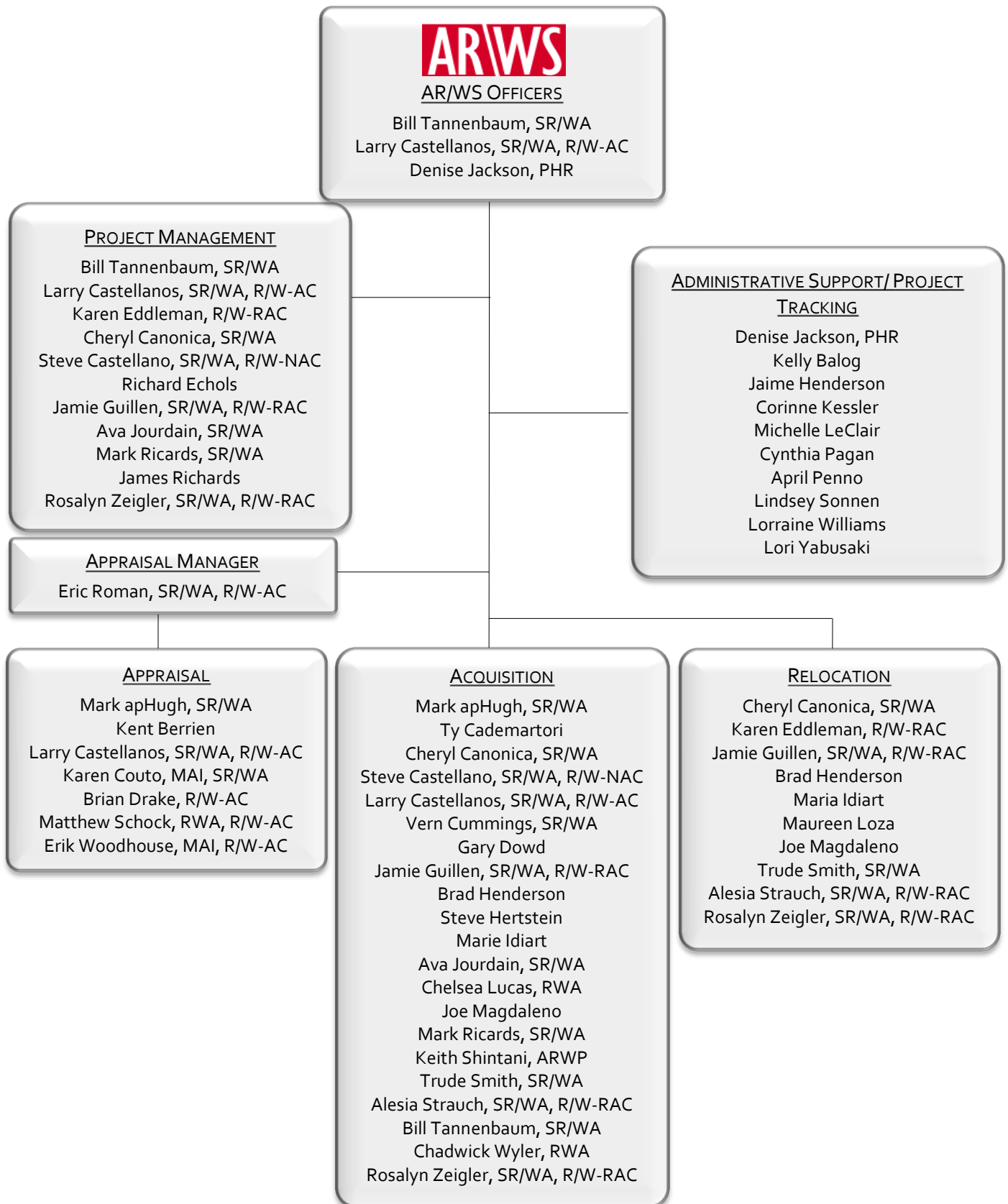
CORE Affordable Housing

THE AR/WS TEAM OF PROFESSIONALS

EMPLOYEE	ROLE (CONSULTING CATEGORY)
Bill Tannenbaum, SR/WA, President	Project and Program Management (<i>Principal Consultant</i>)
Larry Castellanos, SR/WA, R/W-AC, Vice President	Project Management / Appraisal (<i>Principal Consultant</i>)
Denise Jackson, PHR, Vice President	Business Manager/ Project Tracking (<i>Consultant III</i>)
Karen Eddleman, R/W-RAC, Vice President	Relocation Project Management (<i>Consultant I</i>)
Mark apHugh, SR/WA	Appraisal / Acquisition (<i>Consultant I</i>)
Kelly Balog	Administrative Assistant
Kent Berrien	Appraiser
Ty Cademartori	Acquisition (<i>Consultant III</i>)
Cheryl Canonica, SR/WA	Acquisition / Relocation / Project Management (<i>Consultant I</i>)
Steve Castellano, SR/WA, R/W-NAC	Acquisition / Project Management (<i>Consultant I</i>)
Karen Couto, MAI, SR/WA	Appraiser
Vern Cummings, SR/WA	Acquisition (<i>Consultant II</i>)
Gary Dowd	Project Management / Property Management/ Acquisition (<i>Consultant I</i>)
Brian Drake, R/W-AC	Appraiser
Richard Echols	Project Management (<i>Managing Consultant</i>)
Jamie Guillen, SR/WA, R/W-RAC	Acquisition / Relocation / Project Management (<i>Consultant I</i>)
Brad Henderson	Acquisition / Relocation (<i>Consultant II</i>)
Jaime Henderson	Right of Way Technician
Steve Hertstein	Acquisition (<i>Consultant II</i>)
Marie Idiazt	Acquisition / Relocation (<i>Consultant III</i>)
Ava Jourdain, SR/WA	Acquisition / Project Management/ Property Management (<i>Consultant I</i>)
Corinne Kessler	Administrative Assistant
Michelle LeClair	Accounting Clerk
Chelsea Lucas, RWA	Consultant III
Maureen Loza	Relocation, Property Management (<i>Consultant III</i>)
Joe Magdaleno	Acquisition / Relocation / Project Management (<i>Consultant I</i>)
Cynthia Pagan	Administrative Assistant
April Penno	Accounting Manager (<i>Consultant III</i>)
Mark Ricards, SR/WA	Project Management / Acquisition / Utility Coordination (<i>Consultant I</i>)
James Richards	Project and Program Management (<i>Managing Consultant</i>)
Eric Roman, SR/WA, R/W-AC	Appraisal Manager
Matthew Schock, RWA, R/W-AC	Appraiser
Keith Shintani, ARWP	Appraisal / Relocation (<i>Consultant III</i>)
Trude Smith, SR/WA	Acquisition / Relocation / Project Management (<i>Consultant II</i>)
Lindsey Sonnen	Right of Way Technician
Alesia Strauch, SR/WA, R/W-RAC	Acquisition / Relocation (<i>Consultant II</i>)
Lorraine Williams	Administrative Assistant
Erik Woodhouse, MAI, R/W-AC	Appraiser
Chadwick Wyler, RWA	Consultant III
Lori Yabusaki	Office Administrator
Rosalyn Zeigler, SR/WA, R/W-RAC	Acquisition / Relocation / Project Management (<i>Consultant I</i>)

AR/WS ORGANIZATIONAL CHART

The following is an organizational chart showing the organizational structure of all of our staff members.



PROPOSED SCOPE OF WORK

APPRAISAL OF PROPERTIES

AR/WS will work with the City of Belmont to identify properties that may be considered for disposition and prepare appraisals of those properties.

- Appraisals to be provided as one original with two copies addressed and delivered to Client staff as directed.
- Prepare appraisal reports in an Appraisal Report format in accordance with Uniform Standards of Professional Appraisal Practice, Standard Rule 2-2.
- Appraisal is for the "Market Value" of the property referenced above defined as follows:

"The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

 - ♦ buyer and seller are typically motivated;
 - ♦ both parties are well informed or well advised, and acting in what they consider their best interests;
 - ♦ a reasonable time is allowed for exposure in the open market;
 - ♦ payment is made in terms of cash in United States dollars or in terms of financial arrangements comparable thereto; and
 - ♦ the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sales."
- Updated values when requested. (Optional Service)
- Expert witness related services including preparation for and appearances at depositions, court, arbitrations / mediations, hearings, and testimony will be billed on an hourly basis in accordance with the AR/WS Fee Schedule. (Optional Service)

CLIENT OBLIGATIONS (APPRAISAL)

- Current title reports for each ownership.
- Legal opinions as necessary.
- Environmental reports.

PROPERTY ESTIMATES

At the request of the City of Belmont AR/WS has staff available to prepare property cost estimates in lieu of appraisal reports. These would be in a memorandum format, prepared by a real estate professional, not an appraiser. This document, similar to a broker's opinion of value, would contain comparable data to in support of a value. The purpose of this memorandum would be to provide a preliminary estimate for planning proposes.

The billing rate for this service would be at \$130 - \$150 per hour.

DEVELOPMENT OF PLAN FOR POSSIBLE DISPOSITION OF PROPERTIES

AR/WS will work with the City of Belmont and its team to create and analyze options for the disposition of properties. Assessment of options will include

- Identification of potential buyers/nonprofit developers
- Identification of potential impact to occupants
- Participation in discussions with current nonprofits in place and potential buyers
- Participation in discussions with property occupants
- Development of Relocation Program to mitigate impact and identify available assistance under state and federal programs.
- Presentation of final Disposition Plan to the City Council for the City of Belmont

RELOCATION PLANNING

AR/WS will prepare a Relocation Impact Study and Last Resort Housing Plan ("Plan") and Cost Estimate for the project in accordance with state law. The Plan will be prepared as a planning tool for the Client and as an informative document for the community and project occupants. The Draft Plan will be circulated for a 30-Day Review and Comment Period as required by law. Comments to the Draft Plan will be incorporated into the Final version of the Plan that will be submitted to Client for approval prior to the initiation of relocation activities.

AR/WS staff will attempt to meet with each affected project occupant in order to determine occupant characteristics and replacement site needs. Research on available replacement sites in the area will provide the necessary information to determine the availability of replacement sites in the area. The Plan will be developed to include the following information:

- General Project Information
- Project Occupant Characteristics
- Replacement Site Resources
- A Detailed Description of the Client's Relocation Assistance Program
- A Budget Estimate of Relocation Costs

RELOCATION ASSISTANCE SERVICES

AR/WS will provide the Client with a project manager and supporting staff that will implement the Client's Relocation Program in a timely, professional manner. Relocation advisors will act as a liaison between the Client and the affected occupants. This relationship provides that relocation advisors will work closely with Client staff to implement a fair and equitable Relocation Program and, simultaneously provide affected occupants with continuing information as to their rights as displaced persons and assistance to replacement sites.

HOUSING VALUATION STUDIES establish the maximum Replacement Housing Payments that are available for each household. AR/WS will research the area housing market and will develop a Housing Valuation Study to determine the cost of comparable replacement housing for each type of housing need. Housing Valuation Studies will be reviewed every 90 days to determine whether or not housing costs have fluctuated. If the cost for available, comparable replacement housing has increased, new

Housing Valuation Studies will be prepared. Additional budget may be required to update or prepare new Housing Valuation Studies.

SITE SEARCHING SERVICES are essential for the successful relocation of residential households and businesses. AR/WS staff researches housing and business replacement sites through area brokers, classified ads, driving surveys, available property database services and relationships with property management companies. Our goal is to provide continuing site availability information to each affected occupant.

RESIDENTIAL RELOCATION ASSISTANCE SERVICES will be available to each household. These services include the following types of assistance.

- A relocation advisor will be assigned to each project household. The advisor will meet with each household to determine household characteristics, household income, special assistance needs, and replacement site needs.
- The relocation advisor will be responsible to provide each household with the following documentation when appropriate:
 - General Information Notice
 - Notice of Eligibility
 - Letter of Entitlement
 - Referrals to Replacement Sites
 - go-Day Notice to Vacate (to be signed by the Client)
- The relocation advisor will secure necessary documentation from the household and other sources to determine household income, occupant status and replacement site needs. This information will be used to determine the maximum Replacement Housing Payment available for each household.
- The relocation advisor will meet with each household and will present the household with a relocation assistance package that includes a Letter of Entitlement, Referrals to Replacement Sites, a Relocation Assistance Handbook, and other helpful information. The advisor will explain the Relocation Assistance Program and eligibility requirements for relocation payments to each displacee and will be available throughout the project to respond to occupant questions and to provide continuing Relocation Advisory Assistance.
- The relocation advisor will prepare all claim forms and will secure all necessary documentation and signatures for the claims. The advisor will then forward completed claims and documentation to the Client for processing. The advisor will deliver payments to the households and will secure a signature to confirm payment.
- Relocation advisors will work closely with each household to identify any special needs related to health, mobility and language; and will provide additional advisory assistance, as needed, to minimize hardships.
- The relocation advisor will provide each household with information related to the Client's Appeal and Grievance Process.
- The relocation advisor will provide continuing assistance to identify and secure replacement housing.

- The relocation advisor will establish and maintain a detailed relocation file for each household in order to document specific relocation efforts. Each file will include a relocation diary to track all contact with occupants.
- The relocation advisor will inspect replacement dwellings to determine whether the properties meet Decent, Safe and Sanitary (DS&S) standards as defined in State relocation regulations.
- The relocation advisor will provide continuing information to Client staff to keep staff apprised of relocation efforts and household vacate status.
- The relocation advisor will assist in preparing a Relocation Appeal Package for a claimant in the event of appeal. (Optional Service.)

BUSINESS RELOCATION ASSISTANCE SERVICES will be available to the affected business occupants.

These services include:

- A relocation advisor will be assigned to each affected business. The advisor will meet with each business representative to determine the business structure, market area, personal property, and replacement site needs.
- The relocation advisor will be responsible to provide each business with the following documentation when appropriate:
 - General Information Notice
 - Notice of Eligibility
 - go-Day Notice to Vacate (to be signed by the Client)
- The relocation advisor will work with area brokers, the Client and other resources to identify available replacement sites that might accommodate the affected businesses.
- The relocation advisor will work closely with each business in order to secure estimated relocation costs.
- The relocation advisor will prepare claims for payment and will present them to the business owners for signature. The advisor will submit all signed claims and necessary documentation to the Client for review and processing.
- The relocation advisor will establish and maintain a detailed relocation file for each business and document specific relocation efforts. Each file will include a relocation diary to track contact with occupants.
- The relocation advisor will provide continuing information to Client staff to keep staff apprised of relocation efforts and vacate status.
- The relocation advisor will assist in preparing a Relocation Appeal Package for a claimant in the event of appeal. (Optional Service.)
- Relocation services do not include negotiation/acquisition services, which include, but are not limited to real property, fixtures and equipment, or loss of business goodwill.

CLIENT'S OBLIGATIONS (RELOCATION)

- The Client is responsible to provide assistance to each affected project occupant in a timely manner in accordance with applicable laws and regulations.

- AR/WS will submit documents and claims to the Client for review and approval. It is important that documents and claims be approved and processed in a timely manner in order to avoid a hardship for the affected occupants. "Rush" payments will be limited, but may be required at times during the project.
- The Client will notify AR/WS in writing if there are any changes in project scope or project schedule.
- The Client has funds available to proceed with this project and to provide Relocation Assistance to affected occupants on a timely basis.

PROPOSED PROJECT BUDGET

AR/WS is interested in working with City staff to develop a more specific project scope based on an understanding of the specific properties being impacted and the goals of City staff. At present, AR/WS does not have sufficient information to propose on the Relocation Assistance portion of the project since actual occupant impact is not yet known.

Appraisal work is billed on a lump sum basis per appraisal. All other work is billed on an hourly basis each month against an estimate of hours anticipated to complete the task.

Property Appraisals	\$3,000 – 4,000 per residential property \$4,500 – 6,500 per commercial property
Property Estimates	Approximately \$1,000 to \$2,000 each
Development of Property Disposition Plan	Approximately 80 hours or \$12,000
Relocation Planning	Approximately 35 hours or \$5,000
Relocation Assistance Services	To be determined based on Project Scope
Public Meetings	As needed

AR/WS FEE SCHEDULE 2014

SERVICE	HOURLY RATE
Principal Consultant	\$200.00
Managing Consultant	\$185.00
Consultant I	\$150.00
Consultant II	\$130.00
Consultant III	\$115.00
Right of Way Technician	\$80.00
Administrative Support	\$65.00
Appraisal Reports	Lump Sum
Appraisal Services (Hourly)	\$200.00
Subcontractors	Cost + 10%
Depositions, Court Appearances, Arbitrations / Mediations, Hearings, and Testimony (including preparation)	\$275.00

Fees include direct and indirect expenses and profit



STAFF REPORT

Meeting Date: August 26, 2014

Agenda Item #8-M

Agency: City of Belmont

Staff Contact: Thomas Fil, Finance Department, (650) 595-7435 tfil@belmont.gov
Jonathan Gervais, P& R Department, (650) 595-7488, jgervais@belmont.gov

Agenda Title: Contract Amendment with SCI Consulting Group for Park Impact Fee Study Services

Agenda Action: Resolution

Recommendation

Adopt the attached resolution authorizing an amendment to the existing Service Agreement with SCI Consulting Group to perform a Parks & Recreation Facilities Impact Fee Study in an amount not to exceed \$5,000.

Background

On September 11, 2012, City Council approved Resolution 2012-093 authorizing the City Manager to execute a Service Agreement with SCI Consulting Group (SCI) to perform a Parks & Recreation Facilities Impact Fee Study, following guidelines set forth by the Mitigation Fee Act of the Government Code (Section 66000). The City's existing in lieu fee for parks and recreation services follows the guidelines and authority granted by Section 66477 of the Government Code (Quimby Act). The initial Service Agreement was approved for an amount not to exceed \$14,100.

Analysis

Staff has been working with SCI on the calculation and analysis for updating the Quimby Act Fees and developing a Park Impact Fee. A draft nexus analysis has been provided by SCI, but further analysis is required beyond the original scope of services, as described in Exhibit A to the attached resolution.

SCI proposes to perform the additional work for a fee not to exceed \$5,000. It is expected that a report will be available for consideration by City Council in September.

Alternatives

1. Provide staff with alternative direction.
2. Take no action.

Attachments

- A. Implementing Resolution
- B. SCI's Proposal for Additional Services

Fiscal Impact☐ No Impact/Not Applicable

☒ Funding Source Confirmed: Approval of this resolution will authorize an amendment to the current Service Agreement with SCI Consulting Group to perform a Parks & Recreation Facilities Impact Fee Study for the not to exceed sum of \$5,000. There are sufficient reserves available in the Planned Park Fund for this purpose and authorization of this action will direct staff to bring back a supplemental appropriation as part of the Mid-Year Review.

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☒ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING AN AMENDMENT TO THE SERVICE AGREEMENT FOR PARK IMPACT FEE STUDY SERVICES WITH SCI CONSULTING GROUP FOR AN AMOUNT NOT TO EXCEED \$5,000

WHEREAS, the City of Belmont desires a Parks & Recreation Facilities Impact Fee Study to be performed; and,

WHEREAS, City Council approved Resolution 2012-093 authorizing the City Manager to execute a Service Agreement with SCI Consulting Group (SCI) to perform said study; and,

WHEREAS, additional services are required in order to complete the study; and,

WHEREAS, SCI has proposed to perform the additional services for an amount not to exceed \$5,000; and,

WHEREAS, there are sufficient reserves available for this purpose and authorization of this action will direct staff to bring back a supplemental appropriation and a revision to the revenue budget as part of the Mid-Year Review.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute an amendment to the Service Agreement purchasing additional services from SCI Consulting Group for an amount not to exceed \$5,000.

* * *

ADOPTED August 26, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

Addendum to Services Agreement

Park and Recreation Facilities Impact Fee Study

SCI Consulting Group

Amended Scope of Work

Task 1 and Task 2 Services

1. Provide a revised Park Impact Fee Nexus Study ("Nexus Study") for development of City parks, trail and open space only.
2. Review and present the Nexus Study and revised park impact fee program to the City Council (1 meeting).
3. Prepare a second Park Impact Fee Nexus Study ("Second Nexus Study") for land acquisition for City parks and open space only.
4. Review the Second Nexus Study with City staff and legal counsel.
5. Respond to any questions or comment on the proposed fee programs.
6. Review and present the Second Nexus Study and proposed second park impact fee program for land acquisition to the City Council (1 meeting).
7. Provide the City with draft submittal report for the approval and adoption of the proposed second park impact fee program for land acquisition.

Task 3 Services

1. Provide a comparison of the proposed park impact fees to those of other Bay Area cities.
2. Provide a comparison of the proposed Quimby standard to those of other San Mateo County cities.
3. Provide the City with draft submittal report for the approval and adoption of the proposed park impact fee program.
4. As necessary, assist with presentation and review of the proposed park impact fee program with the development community and other stakeholders.
5. Provide the City with draft submittal report for the approval and adoption of the proposed second park impact fee program for land acquisition.

Amended Fees

1. In consideration for **additional Task 1 and Task 2 services**, SCI shall be compensated at the hourly bill rates of \$165 for Blair Aas (Senior Planning Consultant) and other senior consultants, \$210 for Gerard van Steyn (President) and \$65 for administrative staff, with and additional compensation not to exceed \$3,000 without prior authorization from the City. Travel time for attendance at meetings shall be billed at 50% of the hourly bill rates.
2. In consideration for **additional Task 3 services**, SCI shall be billed at the hourly bill rates above with an additional compensation not to exceed \$1,700 without prior authorization from the City.
3. Additional incidental costs incurred by SCI for the purchase of property or statistical data, mileage, and other out-of-pocket expenses incurred in performing the scope of work shall be reimbursed at actual cost by the City with total cost not to exceed an additional \$300 without prior authorization from the City.



STAFF REPORT

Meeting Date: August 26, 2014

Agenda Item # 8-N

Agency: Belmont Fire Protection District

Staff Contact: Cora Dino, Human Resources, (650) 637-2988

Agenda Title: Approval of Salary, Benefits and Other Terms and Conditions of Employment for the Deputy Fire Chief, Administrative Battalion Chief and Training Fire Captain

Agenda Action: Resolution

Recommendation

Adopt a resolution approving the salary, benefits and other terms and conditions of employment for the Deputy Fire Chief, Administrative Battalion Chief and Training Fire Captain job classifications.

Background

The Belmont Fire Protection District's partnership with the cities of San Mateo and Foster City resulted in one Fire Chief overseeing the operations of the three fire departments. At that time, the then Fire Chief of the Belmont Fire Protection District retired and the District filled the Fire Chief position with a Deputy Fire Chief.

The Deputy Fire Chief position was filled by a promotion from the Battalion Chief ranks. Recently, with the retirement of the Deputy Fire Chief, the position was filled with an Administrative Battalion Chief by a promotion from the Fire Captain ranks. Based on the needs of the District and in consideration of the existing shared Fire Command staff, the Administrative Battalion Chief position was deemed the appropriate classification to fill.

Additionally, the Central County San Mateo County Training Division, of which the District is affiliated, opened a Training Captain 40 hour week position in 2013. Consequently, a Belmont Firefighter/Paramedic was selected for the position. At the time the Training Fire Captain 40 hour position was not a budgeted position at Belmont. Since a Belmont employee was promoted, the District maintains the incumbent on its payroll. The newly promoted Fire Captain position's salary schedule, rights, and benefits are covered by the Belmont Firefighters Association IAFF, Local 2400 District MOU. However since this is a day position, 40-hour (4-10) schedule, that supports the training activities of the department as well as Safety and EMS, a side letter outlined the other compensation and benefit provisions specific to this non-shift schedule/non-operational Fire Captain position (see attached.)

The Deputy Fire Chief classification is an unrepresented position and the Administrative Battalion Chief is a day shift Battalion Chief position that is covered in part by the Fire Management Unit, (FMU) but has a different salary, work schedule, and benefits structure.

Pursuant to the California Public Employees Retirement Systems (PERS) CCR 570.5, requirement for a publicly available pay schedule, the District must ensure that each pay schedule meets the following

requirements:

- Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws.
- Identifies the position title for every employee position
- Shows the pay rate for each position
- Indicates the time base for each pay rate

This regulation also contains criteria for ensuring the pay schedule is publicly available and does not permit a reference to another document in lieu of disclosing the pay rate. Further, the regulation clarified that "compensation earnable" will be limited to the amount listed on a pay schedule that meets all of the established criteria, and identifies how a pay rate may be determined when employers fail to meet the requirement.

Analysis

In order to comply with PERS regulations making the pay scales public and ensuring salaries paid to employees are classified as compensation earnable, staff recommends the Fire Board approve the attached resolution.

The pay scales and benefits for the Deputy Fire Chief and Administrative Fire Chief are stipulated on the attached document (Attachment A).

The Deputy Fire Chief job classification currently exist and remains vacant while the Administration Battalion Chief classification is filled.

Salaries and benefits may be modified in the future to ensure the compensation package remains competitive, allowing the District to recruit and retain highly skilled and talented Fire Command staff.

Alternatives

1. Take no action.
2. Provide staff with alternative direction.

Attachments

A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: Captured in District's current FY 14/15 budget.

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BELMONT FIRE PROTECTION DISTRICT APPROVING THE SALARY, BENEFITS, OTHER TERMS AND CONDITIONS OF EMPLOYMENT FOR THE DEPUTY FIRE CHIEF, ADMINISTRATIVE BATTALION CHIEF, AND TRAINING FIRE CAPTAIN CLASSIFICATIONS

WHEREAS, the District's partnership with the Cities of San Mateo and Foster City resulted in one Fire Chief overseeing the operations of the three fire departments/three agencies; and,

WHEREAS, the District opted to fill the District Fire Chief position with a Deputy Fire Chief, then with a Administrative Battalion Chief based on operational needs and in consideration of existing shared command staff; and

WHEREAS, a District employee was selected for a Training Fire Captain position with the Central County San Mateo County Training Division, a position that the District needed to create for its incumbent; and ,

WHEREAS, the District intended to publish these new positions and its corresponding salary, benefits, and terms of conditions; and,

WHEREAS, filling the vacancies with the above referenced position classifications resulted in cost savings to the District; and,

WHEREAS, the District Manager , Fire Chief, and Human Resources Director discussed salary and benefit matters to ensure the compensation is equitable and competitive; and

WHEREAS, to comply with the California Public Employees Retirement System (PERS) CCR. 570.5, requirement for a publicly available pay schedule; and

NOW, THEREFORE, the Board of Directors of the Belmont Fire Protection District resolves as follows:

The attached Belmont Fire Protection District Job Classification Salary and Benefits of the Deputy Fire Chief, Administrative Battalion Chief, and Training Fire Captain is approved as set forth in Exhibit A and made a part hereof.

* * *

ADOPTED August 26, 2014, by the Board of Directors of the Belmont Fire Protection District
by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

Board Attorney

Belmont Fire Protection District

Job Classifications

Salary and Benefits

DEPUTY FIRE CHIEF - Unrepresented

Work Schedule: Days

Annual Salary: Up to \$149,317 (Control Point)

Pay Incentive (of Base Pay): 6% Hazardous Materials Technician or Specialist (HAZMAT)

District Vehicle: Belmont Fire Assigned Vehicle

Retirement: California Public Employees' Retirement System (CalPERS). Formula determined by CalPERS regulations and the Public Employees' Pension Reform Act (PEPRA) as follows:

- Current Belmont Fire Protection District Employee:
3% of 55 formula, with final compensation defined as the highest average monthly rate for a three (3) year period.
- "Classic" CalPERS Members (individuals with CalPERS or reciprocal system membership prior to January 1, 2013 and a break in service of less than six (6) months):
2% @ 50 formula, with a final compensation period defined as the highest average monthly rate for a three (3) year period.
- "New" CalPERS Members (CalPERS or reciprocal system membership date on or after January 1, 2013):
2% @ 57 formula, with a final compensation defined as the highest average annual compensation over a consecutive thirty six (36) month period.

Flexible Benefit Plan: The District offers a Section 125 Plan which contains the components of premium conversion, health care/dependent care reimbursement accounts (s).

Medical Insurance: The District offers medical insurance via the CalPERS Health Program.

Dental: District paid dental coverage for employee; Employee pays \$5 per month for One Dependent \$10 per month for Two Dependents.

Vision: District pays up to \$22.44 per month for vision care for the employee and eligible dependents through Vision Service Plan (VSP).

Life Insurance: \$200,000

EXHIBIT A

Deferred Compensation: The District will contribute \$135 per month to the Deferred Compensation.

Long Term Disability: The District will pay \$19.50 per month to the employee toward long term disability premiums.

Uniforms: The District shall provide uniforms and will report the value of the uniforms provided to PERS in accordance with applicable PERS requirements and pursuant to the Public Employees' Pension Reform Act (PEPRA).

Administrative Leave: 80 Hours will be granted on January 1 of each year and must be used in the calendar year in which it was granted and may not be carried over into a subsequent fiscal year or paid out upon termination.

Vacation

<u>Years of Service</u>	<u>Days of Vacation</u>	<u>Hours Accrued</u> <u>(per month of service)</u>
1-4	10	6 2/3
5	15	10
6	16	10 2/3
7	17	11 1/3
8	18	12
9	19	12 2/3
10+	20	13 1/3
15+	22	14 2/3

Previously accrued vacation and sick leave will be converted using the following formulas, upon assignment to the 40 hour Administrative Battalion Chief and if the employee returns to a suppression assignment.

(Shift Balance) (.714) = (Day Shift Balance) SHIFT TO DAYS

(Day Shift Balance) x (1.4) = (Shift balance) DAYS TO SHIFT.

Holidays: 13 paid Holidays annually (includes 2 Floating Holidays)

Sick Day: 12 Days annually (8 hours day)

Belmont Fire Protection District
Job Classification
Salary and Benefits

ADMINISTRATIVE BATTALION CHIEF

Work Schedule: 40 Hours/Week, Days

Monthly Salary Steps:

\$10,367	10,855	11,429	12,000	12,600
Step 1	Step 2	Step 3	Step 4	Step 5

Pay Incentives (of Base Pay):

- 5% Emergency Medical Technician (EMT)
- 6.5% Hazardous Materials Technician or Specialist (Hazmat)
- 5% Administrative Pay

District Vehicle: Department assigned vehicle in accordance with the duties of the assignment and department policy

Administrative Leave: 80 Hours granted on January 1 of each year and must be used in the calendar year in which it was granted and may not be paid out upon termination.

Vacation Hours:

<u>Years of Service</u>	<u>Days of Vacation</u>	<u>Hours Accrued</u> <u>(per month of service)</u>
1-4	10	6 2/3
5	15	10
6	16	10 2/3
7	17	11 1/3
8	18	12
9	19	12 2/3
10+	20	13 1/3
15+	22	14 2/3

Previously accrued vacation and sick leave will be converted using the following formulas, upon assignment to the 40 hour Administrative Battalion Chief and if the employee returns to a suppression assignment.

(Shift Balance) (.714) = (Day Shift Balance) SHIFT TO DAYS
 (Day Shift Balance) x (1.4) = (Shift balance) DAYS TO SHIFT.

EXHIBIT A

Holidays: 13 paid Holidays annually (includes 2 Floating Holidays)

Sick Pay: 12 days annually (8 hours= 1 day)

NOTE:

The Health, Dental, Vision, Life Insurance, Deferred Compensation, Retirement, and Retirement Health benefits for this position are stipulated in the current FMU MOU.

The Battalion Chief classification is covered by the FMU MOU. The Administrative Battalion Chief position is covered in part by the FMU MOU. Other salary and benefits for this Administrative position is listed above.

All other benefits, terms, and conditions stipulated on the FMU MOU that pertain to the Shift Battalion Chief classification may not apply when appointed as an Administrative Battalion Chief including but not limited to the following:

Section 8- Days and Hours of Work

Section 9- Overtime

Section 10- Call Back Pay

Section 11.2-3 & 11.6 – Vacation Leave, Holiday Pay

Section 12 Administrative Leave

Section 13.2 Sick Leave

Belmont Fire Protection District

Job Classification

Salary and Benefits

TRAINING FIRE CAPTAIN

Work Schedule: 40 Hours/Week, (4-10)

Pay Incentives (of Base Pay): 5% Training Captain Assignment Pay

District Vehicle: Department assigned vehicle in accordance with the duties of the assignment and department policy

Holidays: 13 paid Holidays annually (includes 2 Floating Holidays)

Sick Pay: 12 days annually (8 hours= 1 day)

Previously accrued vacation and sick leave will be converted using the following formulas, upon assignment to the 40 hour Training Fire Captain and if the employee returns to a suppression assignment.

(Shift Balance) (.714) = (Day Shift Balance) SHIFT TO DAYS

(Day Shift Balance) x (1.4) = (Shift balance) DAYS TO SHIFT.

NOTE:

The Health, Dental, Vision, Life Insurance, Deferred Compensation, Retirement, and Retirement Health benefits for this position are stipulated in the Belmont Firefighters Association, IAFF L2400, District 8 MOU.

Other incentives, benefits, and terms for this Training Fire Captain position are listed above.

All other benefits, terms, and conditions stipulated on the BFA, IAFF L2400 that pertain to the Shift Fire Captain classification may not apply when appointed as an Training Fire Captain including but not limited to the following:

Section 8.1 and 8.2 Days and Hours of Work

Sections 10.2, 10.3, and 10.6 Vacation Leave and Holidays



STAFF REPORT

Meeting Date: August 26, 2014

Agenda Item #9-A

Agency: City of Belmont

Staff Contact: Jennifer Rose, Finance Department, (650) 595-7453; jrose@belmont.gov

Agenda Title: Housing Element Update: Belmont Zoning Ordinance Amendments Necessary to Comply with the Belmont Housing Element 2007-2014 (Second Reading)

Agenda Action: Ordinance and Resolution

Recommendation

It is recommended that the City Council:

1. Adopt an ordinance amending sections of Belmont Ordinance No. 360 to comply with state law; and,
2. Adopt a resolution implementing a sewer priority policy for affordable housing developments.

Background

The General Plan Housing Element provides opportunities for housing development, through zoning or other means, to accommodate both local and regional housing needs, including opportunities for low and very-low income households.

The Belmont Housing Element for 2007-2014 was adopted in July 2010 (amended January 2011). The City Council held a study session on July 8, 2014 to review the status of implementation of the 2007-2014 Housing Element. On July 22, 2014, the City Council introduced a draft ordinance amending several sections of the zoning ordinance. At that meeting, the City Council also reviewed a draft resolution adopting a priority policy for provision of sewer services to projects that provide affordable housing. The Council then directed transmittal of the draft ordinance and resolution to the Planning Commission for review and advisory recommendation.

On August 4, 2014, the Belmont Planning Commission held a public hearing to consider the draft ordinance and resolution. The Commission was supportive of the proposed modifications and adopted a resolution recommending that the City Council adopt the proposed ordinance and resolution at a public hearing.

Analysis

The proposed ordinance and resolution (Attachments A and B) would implement the following modifications and Housing Element programs:

Housing Element Program 3.6: Emergency Shelters

Pursuant to state law, the City of Belmont is required to identify a zoning district where emergency shelters for the homeless are a permitted use. The identified zone must provide sufficient area to accommodate the City's identified need. To ensure compatibility with surrounding properties, the City can adopt appropriate development standards and performance standards for emergency shelters.

To comply with this requirement, staff proposes to amend Section 21 of the BZO (Special Combining Districts) to create an emergency shelter combining district that would apply to certain C-3 and C-4 parcels located along Old County Road and El Camino Real near the southern City limit. Prior to adoption of the 2007-2014 Housing Element, the City of Belmont was required to pre-approve these parcels with HCD to ensure the housing element program would comply with state requirements.

Emergency shelters for the homeless would comply with all of the underlying zoning district regulations with the exception of parking requirements. Based on best practices and information from Shelter Network, reduced parking standards are appropriate for emergency shelters located adjacent to public transit lines (Caltrain, SamTrans). A variety of performance standards, as well as a process for compliance review, are included that ensure that emergency shelter operations do not have adverse impacts on adjacent properties.

Housing Element Program 4.1: Special Needs and Extremely Low Income Housing

In order to comply with state law and to better facilitate and promote housing services for special needs populations, several BZO definitions should be amended or added as follows:

- Supportive Housing: As defined by Health and Safety Code Section 50675.14, supportive housing is linked to a support service that assists residents in retaining housing, improving health status, and maximizing the tenant's ability to live and, when possible, work in the community. Supportive housing shall be considered a residential use and is only subject to those restrictions that apply to other residential dwellings in the same zone.
- Transitional Housing: As defined by Health and Safety Code Section 50672.2, transitional housing refers to rental housing developments operated under program requirements that require recirculation of the assisted units to other eligible recipients at a predetermined future point in time that is no less than six (6) months. Similar to supportive housing, transitional housing shall be considered a residential use and is only subject to those restrictions that apply to other residential dwellings in the same zone.
- Residential Care Facility: As provided in Health and Safety Code Section 1502(a)(1), a Residential Care Facility means any family home, group care facility, or similar facility that provides 24-hour non-medical care for persons in need of personal services, supervision, or assistance essential for sustaining the activities of daily living.
- Small Residential Care Facility: In accordance with Health and Safety Code Section 1566.3, a Small Residential Care Facility is defined as a Residential Care Facility that serves six or fewer persons. The residents and operators of such a facility are considered a "family" and the facility is considered a residential use and a family dwelling, meaning that Small Residential Care Facilities are a permitted residential use and only subject to those restrictions that apply to other residential dwellings in the same zone.
- Nursing or Convalescent Home: The definition of Nursing or Convalescent home is amended to clarify that these are a type of Residential Care Facility, in compliance with state law.

- Family: In accordance with state housing law, the definition of family is amended to mean a group of individuals living together in a dwelling unit as a single housekeeping unit under a common housekeeping management plan based on an internally structured relationship providing organization and stability. The requirements for persons to be related by blood, marriage or adoption, and limitations on size have been removed.
- Apartment Hotel, Efficiency Units, or Single Room Occupancy (SRO) Units: These types of units shall mean a dwelling unit containing only one habitable room for occupancy by no more than two (2) persons, and containing a minimum of 220 square feet. This type of housing is considered a residential use and subject only to those restrictions that apply to other residential uses in the same zone. This type of housing is intended to meet the needs of extremely low-income residents.

Housing Program 4.3: Density Bonus

The City's current density bonus provisions in the BZO allow for a 25 percent density bonus and at least one additional financial or in-lieu incentive when certain conditions are met. Pursuant to state law, the City is required to increase the minimum density bonus to 35 percent. In order to comply with this requirement and to simplify the density bonus process, staff proposes to amend Section 26 of the BZO (Density Bonus) in its entirety.

The revised density bonus program applies to a project containing five (5) or more dwelling units, and is intended to encourage the production of low and very-low income housing units that may not otherwise be feasible to build in the current economic climate. The revised language refers to state law where applicable, ensuring long term compliance with state regulations. Requests for a density bonus shall be reviewed and approved by the body with approval authority over the underlying development entitlement. A request for density bonus can only be denied if certain findings are made, in accordance with state law.

Housing Element Program 5.2: Housing for the Disabled

The purpose of this ordinance amendment is to provide a procedure to request reasonable accommodation for persons with disabilities seeking equal access to housing under the Federal Fair Housing Act and the California Fair Employment and Housing Act in the application of zoning laws and other land use regulations, policies and procedures, and to establish relevant criteria to be used when considering such requests. The proposed Section 27 of the BZO outlines application requirements, review authority, and findings that must be made in order to grant an exception from a zoning provision, regulation, or policy. The verbiage would accommodate persons with disabilities seeking access to housing, while providing protections for the City of Belmont to ensure compatibility with surrounding properties.

Housing Element Program 6.4: Adequate Water and Sewer Services

Sewer Service Priority: To ensure provision of affordable housing, communities across California have adopted policies granting priority for the provision of public utility services to proposed developments that include housing for lower income households. The City of Belmont provides sewer services to all residents within the City limits and has developed a Sewer Priority Policy that applies to new

applications for sewer services, or to requests for upgrades to sewer services. Upon adoption of the Sewer Priority Policy, it would be a City directive to prioritize sewer service to proposed developments that include units available to lower income households, as defined by state law. The policy does provide protections for the City to deny sewer services when the City does not have sufficient treatment or collection capacity.

Environmental Clearance (CEQA)

Under Title 14 of the California Code of Regulations, Section 15061(b)(3), the proposed ordinance exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment. It is recommended that the City Council direct staff to file a Notice of Exemption with the San Mateo County Clerk in accordance with the CEQA guidelines.

Alternatives

1. Refer back to staff for additional information.
2. Take No Action.

Attachments

- A. City Council Ordinance introducing Zoning Text Amendments (as introduced on July 22, 2014)
- B. Resolution Adopting a Sewer Service Priority Policy
- C. Staff PowerPoint Presentation

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☒ Council Vision/Priority
☐ Discretionary Action
☒ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☒ Other**

* General Plan Housing Element 2007-2014

** The City published a notice of public hearing fourteen days in advance of this meeting in a general circulation newspaper. The notice was also posted on the City Hall bulletin board, and this item was included on the posted meeting agenda. Additionally, a summary of the proposed ordinance amendments was published in the newspaper.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BELMONT AMENDING HOUSING REGULATIONS IN THE BELMONT ZONING ORDINANCE (ORDINANCE NO. 360) TO CONFORM WITH AND IMPLEMENT THE CITY'S HOUSING ELEMENT

THE CITY COUNCIL OF THE CITY OF BELMONT DOES ORDAIN AS FOLLOWS:

SECTION 1. BZO SECTION 2.10a ADDED

City of Belmont Ordinance No. 360 ("Belmont Zoning Ordinance") is amended by adding Section 2.10a to read:

2.10a APARTMENT HOTEL, EFFICIENCY UNITS OR SINGLE ROOM OCCUPANCY (SRO) UNITS - "Apartment hotel", "efficiency units" or "single room occupancy (SRO) unit" mean a dwelling unit containing only one habitable room for occupancy by no more than two (2) persons, and containing a minimum of 220 square feet of living space. These units are considered a residential use and subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.

SECTION 2. BZO SECTION 2.59 AMENDED

City of Belmont Ordinance No. 360 ("Belmont Zoning Ordinance") Section 2.59 is amended to read:

2.59 FAMILY — ~~Individuals that may reside in a dwelling unit consisting of persons related by blood, marriage or adoption plus not more than two additional unrelated persons; or unrelated persons not to exceed a total of three.~~ "Family" means a group of individuals living together in a dwelling unit as a single housekeeping unit under a common housekeeping management plan based on an internally structured relationship providing organization and stability.

SECTION 3. BZO SECTION 2.92 AMENDED

City of Belmont Ordinance No. 360 ("Belmont Zoning Ordinance") Section 2.92 is amended to read:

2.92 NURSING OR CONVALESCENT HOME - ~~A building and premises for the care of the sick, injured, aged or infirm persons; or a place of rest for those who are bedfast or in need of considerable nursing care, but not including facilities for the treatment of sickness, or injuries, or surgical care.~~ "Nursing Home" or "Convalescent Home" means a ~~Residential Care Facility or any~~ structure occupied or intended to be occupied, for compensation, by persons recovering from injury or illness, or suffering from the infirmities of old age, and any comparable licensed facility. "Nursing Home" or "Convalescent Home" is a type of Residential Care Facility.

SECTION 4. BZO SECTION 2.100a AMENDED

City of Belmont Ordinance No. 360 ("Belmont Zoning Ordinance") Section 2.100a is amended to read:

2.100a RESIDENTIAL CARE FACILITY - As provided in Health and Safety Code Section

1502(a)(1), “Residential Care Facility” means any family home, group care facility, or similar facility, for 24-hour nonmedical care of persons in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual.

SECTION 5. BZO SECTION 2.100b ADDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) is amended by adding Section 2.100b to read:

2.100b RESIDENTIAL CARE FACILITY, SMALL - “Small Residential Care Facility” is a Residential Care Facility that serves six or fewer persons. In accordance with Health and Safety Code Section 1566.3, the residents and operators of such a facility are considered a family for purposes of , and a Small Residential Care Facility is considered a residential use and a family dwelling.

SECTION 6. BZO SECTION 2.100c ADDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) is amended by adding 2.100c (formerly section 2.100a) to read:

2.100c RESIDENTIAL DESIGN GUIDELINES (RDG) – a companion document to the Zoning Ordinance, which provides basic design concepts and elements of good design required for all new residential structures and additions of 400 sq. ft. or more. The RDG includes relevant examples of designs that are in general agreement with the findings required for Single Family Design Review application approval. The RDG may be modified from time to time by Resolution of the City Council, after a review and recommendation by the Planning Commission.

SECTION 7. BZO SECTION 2.119a ADDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) is amended by adding Section 2.119a to read:

2.199a SUPPORTIVE HOUSING – “Supportive housing” is defined by California Health & Safety Code Section 50675.14 and means housing with no limit on length of stay, that is occupied by the target population, and that is linked to an onsite or offsite service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. Supportive housing is permitted as a residential use and is only subject to those restrictions that apply to other residential dwellings in the same zone. This paragraph is advisory only and not intended to deviate from state law as it may be amended from time to time.

SECTION 8. BZO SECTION 2.122a AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 2.122a is amended to read:

2.122a TRANSITIONAL HOUSING – “Transitional housing” is defined by California Health & Safety Code Section 50675.2 and means buildings configured as rental housing developments, but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient at a

predetermined future point in time that shall be no less than six (6) months from the beginning of assistance. Transitional housing is permitted as a residential use and is only subject to those restrictions that apply to other residential dwellings of the same type in the same zone. This paragraph is advisory only and not intended to deviate from state law as it may be amended from time to time.

SECTION 9. BZO SECTION 2.122b ADDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) is amended by adding Section 2.122(b) (formerly section 2.122a) to read:

2.122b TRUCK STORAGE YARD OR TERMINAL - Any area, tract, plot or site of land whereupon two or more trucks or other pieces of heavy equipment are stored, parked or maintained, or, the origin or terminal point of two or more trucks or other pieces of heavy equipment, usually where loading, storage or maintenance facilities are located.

SECTION 10. BZO SECTION 3.1 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 3.1 (Zoning District Established) is amended to read:

3.1 CLASSES OF DISTRICTS - For the purpose of this Ordinance, the City is divided into the following classes of districts as shown on the maps hereinafter included by reference:

Single Family Residential, or R-1E, R-1H, R-1A, R-1B and R-1C Districts
Duplex Residential, or R-2 Districts
Multi-family Residential, or R-3, R-4 and R-5 Districts
Hillside Residential and Open Space, or HRO-1 and HRO-2 Districts
Neighborhood Commercial, or C-1 Districts
General Commercial, or C-2 Districts
Highway Commercial, or C-3 Districts
Service Commercial, or C-4 Districts
Executive Administrative, or E-1, E-2.1 and E-2.2 Districts
Limited Industrial, or M Districts
Agricultural, or A Districts
Exclusive Manufacturing, or M.E. Districts
Special Building Site District No. 1, ~~or S-1~~ or S-2 Combining Districts
Downtown Design Control District, or D-1 Combining Districts
Schools and Compatible Multiple Uses, or SC Districts
Open Space Public, or OS-P Districts

SECTION 11. BZO SECTION 4.2.2 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 4.2.2 (Single Family Residential Districts) is amended to read:

4.2.2 CONDITIONAL USES - The following uses shall be permitted only when authorized by a Conditional Use Permit issued in accordance with the provisions of Section 11 herein:

(a) – (g) [text unchanged]

(h) ~~Nursing homes, convalescent homes or rest homes accommodating not~~

~~more than five patients, not including nursing homes for mental or drug addiction or liquor addiction cases.~~ Residential Care Facilities serving more than six persons.

(i) – (o) [text unchanged]

SECTION 12. BZO SECTION 4.5.2 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 4.5.2 (Medium Density Multi-Family Residential Districts) is amended to read:

4.5.2 CONDITIONAL USES - The following uses shall be permitted only when authorized by a Conditional Use Permit issued in accordance with the provisions of Section 11 herein:

(a) [text unchanged]

(b) ~~Convalescent homes, rest homes or nursing homes, accommodating more than five persons, in addition to the owner or manager and his family~~ Residential Care Facilities serving more than six persons.

(c) – (f) [text unchanged]

SECTION 13. BZO SECTION 4.7.3 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 4.7.3 (HRO-1, HRO-2, and HRO-3 Districts) is amended to read:

4.7.3 CONDITIONAL USES - The following uses shall be permitted in the HRO-1, HRO-2, and HRO-3 Districts, except as otherwise specified, only when authorized by a Conditional Use Permit issued in accordance with the provisions of Section 11 herein:

(a) – (e) [text unchanged]

(f) ~~Nursing homes, convalescent homes or rest homes accommodating not more than 6 patients.~~Reserved.

(g) – (o) [text unchanged]

SECTION 14. BZO SECTION 21 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 21 is amended to read:

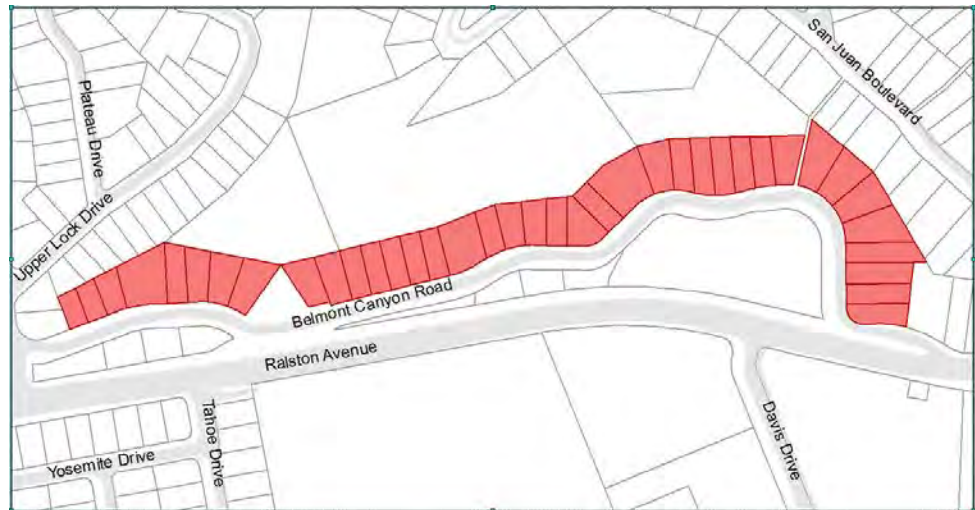
SECTION 21 - SPECIAL COMBINING DISTRICTS

21.1 SPECIAL COMBINING DISTRICTS — ~~This section establishes~~ ~~Certain classes of districts designated respectively by the symbols S, or S-1 or S-2 referred to herein as Special Combining Districts or S Districts., are established for the purposes hereinafter set forth. In any district with which~~ When a zoning district is combined ~~any~~ with an S ~~district~~District, the ~~following~~ regulations ~~as~~ specified for the respective S ~~district~~District shall apply ~~in that portion of the district combined with the S District.~~ Zoning regulations

contained in the underlying district that are not superseded or incompatible with the S District regulations shall continue to apply. ~~in lieu of the respective regulations as to building site areas, depths of front yards, and widths of side yards or other regulations which are herein before specified for such district with which is combined such S district.~~

21.2 S-1 SPECIAL BUILDING SITE COMBINING DISTRICT

- (a) S-1 District Established. The S-1 Special Building Site District comprises tThat certain area situated within the City of Belmont and described on the following map ~~attached hereto marked Exhibit A~~ section as an S-1 District. The City of Belmont Zoning Map is hereby amended to include the S-1 District as shown.



~~21.3(b) SPECIAL BUILDING SITE DISTRICT NO. 1, S-1 DISTRICTS.~~ S-1 District Purpose. The S-1 Districts ~~are~~is established to provide special regulations pertaining to front yard setbacks, ~~Board of Design Review~~, and retention of trees and vegetation in steep hillside areas.

- (c) S-1 District Regulations. The following development regulations shall be applied to properties located within the S-1 District in lieu of the respective underlying zoning regulations.

~~21.4(1)~~ Front Yard. The minimum depth of the front yard in S-1 District shall be zero feet; provided however, that the minimum distance from the front of the structure to the back-of-curb, the location of which shall be established by the City Engineer, shall not be less than 23 feet.

~~21.5(2)~~ Driveway Length. The minimum length of driveway on private property in S-1 Districts shall be zero feet, provided however, that all other regulations pertaining to driveways and vehicle ramps, ~~as established in City Code Section 6.41~~, shall remain in force, and further provided that an Encroachment Permit shall be secured from the Belmont City Council and recorded with the San Mateo County Recorder prior to issuance of a building permit to construct said driveway on City right-of-way.

~~21.6(3)~~ Garage Doors. Garage doors constructed or erected in the S-1 Districts when

located within four feet of the front setback line, shall be of such type which do not project beyond the front of the building when open, closed or during opening and closing.

- ~~21.7(4)~~ Design Review. All uses in the S-1 Districts shall be subject to Design Review as prescribed in Section 13 of this Ordinance. It is the policy of the City of Belmont to preserve the rural character, natural vegetation and trees in this area. ~~The Board of Design shall review~~ Each proposed building in S-1 Districts shall be reviewed with this objective.

21.3 S-2 EMERGENCY SHELTER COMBINING DISTRICT

- (a) S-2 District Established. The S-2 Emergency Shelter Combining District comprises that certain area situated within the City of Belmont and described on the following map as an S-2 District. The City of Belmont Zoning Map is hereby amended to include the S-2 District as shown.



- (b) S-2 District Purpose. The purpose of the S-2 Emergency Shelter Combining District is to establish a District with sufficient capacity to accommodate the need for emergency shelters where emergency shelters are permitted without a conditional use permit or other discretionary action as required by Government Code Section 65583.
- (c) Emergency Shelter Defined. "Emergency Shelter" is defined by Health and Safety Code section 50801(e) and does not include: (i) transitional housing¹; or (ii) temporary shelter provided by general relief in the wake of a disaster.
- (d) Permitted and Conditionally Permitted Emergency Shelter Uses.
- (1) Permitted Use. Emergency shelters are permitted within the S-2 District without a conditional use permit or other discretionary review when:
- (A) The shelter has sixteen (16) or fewer beds serving no more than sixteen (16) homeless persons at one time, and
- (B) The cumulative number of either emergency shelter beds or persons served at one time in the S-2 District does not exceed sixteen (16).

- (2) **Conditionally Permitted Use.** An emergency shelter within the S-2 District with more beds or serving more people than the cumulative number of beds or persons served at one time in subsection (d)(1)(B) requires a conditional use permit.
- (e) **Development Regulations.** An emergency shelter shall conform to all development regulations of the zoning district in which it is located, except off-street parking shall be provided as set forth in the table below. The Community Development Director may reduce the parking requirement if the shelter can demonstrate a lower need. All required parking spaces and access thereto shall conform to the city parking design standards. Modifications to the development regulations of the underlying zoning district may be permitted subject to approval of a conditional use permit by the planning commission.

Type	Parking Spaces	
Vehicular	Per Employee or volunteer on duty when the shelter is open to clients	1 space
	Per Family	0.50 space
	Per non-family bed	0.25 space
Bicycle	Per Bed	0.25 space

- (f) **Performance Standards.** Emergency shelters shall conform to the following performance standards. A modification to a performance standard may be permitted subject to approval of a conditional use permit.
- (1) **Waiting and Client Intake Areas.** Shelters shall provide ten (10) square feet of on-site, interior waiting and client intake space per bed. In addition, one (1) office or cubicle shall be provided per ten (10) beds, with at least one (1) office or up to twenty-five percent (25%) of the offices designed for client privacy. Waiting and intake areas may be used for other purposes as needed during operations of the shelter.
- (2) **Facility Requirements.** Each facility shall have a written management plan that uses best practices to address homeless needs (e.g., quality assurance standards developed by the San Mateo County HOPE Quality Improvement Project) which shall include, at a minimum, the following:
- (A) **On-Site Management.** On-site personnel are required during hours of operation when clients are present.
- (B) **Hours of Operation.** Facilities shall establish and maintain set hours for client intake and discharge. The hours of operation shall be consistent with the services provided and be clearly posted.
- (C) **Services.** Facilities shall provide overnight accommodation and meals for clients. Staffing and services or transportation to such services shall be provided to assist clients to obtain permanent shelter and income.
- (D) **Kitchen.** Each facility shall provide a common kitchen and dining area.

- (E) Sanitation. Each facility shall provide restrooms and shower facilities for client use.
- (F) Storage. Each facility shall provide a secure area for storage of client personal property.
- (G) Coordination. The shelter operator shall establish a liaison staff to coordinate with city, police, school district officials, local businesses, and residents on issues related to the operation of the facility.
- (H) Exterior Security Lighting. Adequate external lighting shall be provided for security purposes. The lighting shall be sufficient to provide illumination and clear visibility to all outdoor areas, with minimal spillover on adjacent properties. The lighting shall be stationary, directed away from adjacent properties and public rights-of-way, and compatible with the neighborhood.
- (I) Security. On-site security shall be provided during the hours of operation when clients are present.
- (g) Compliance Review Procedures. An emergency shelter facility shall be reviewed for compliance with all development regulations and performance standards prior to occupancy of the facility, where a use permit is not required.
- (1) Request for Compliance Review. Requests for compliance review shall be made in writing by the owner of the property, lessee, purchaser in escrow, or optionee with the consent of the owners. The request shall be accompanied by a project description explaining the details of the proposal, and both site and building floor plans.
- (2) Compliance Determination. The Community Development Director or designee shall make a determination of compliance in writing after reviewing the request materials and considering any comments received. The determination of the community development director is final and not subject to appeal.

SECTION 15. BZO SECTION 26 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 26 (Density Bonus) is amended to read:

SECTION 26 – DENSITY BONUSES

26.1 PURPOSE. The purpose of this Section is to adopt regulations that specifies how compliance with Government Code Section 65915 ("State Density Bonus Law") will be implemented in an effort to encourage the production of low and very-low income housing units in developments proposed within the city.

26.2 DEFINITIONS. Unless otherwise specified in this Section, the definitions found in State Density Bonus Law apply to the terms contained herein.

26.3 APPLICABILITY.

- (a) This Section applies to all zoning districts, including mixed use zoning districts, where:

- (1) residential developments of five (5) or more dwelling units are proposed; and,
- (2) the applicant seeks and agrees to provide low, very low, senior or moderate income housing units in the threshold amounts specified in State Density Bonus Law such that the resulting density is beyond that which is permitted by the applicable zoning.
- (b) This Section and State Density Bonus Law apply only to the residential component of a mixed use project and do not increase the allowable density of the nonresidential component of any proposed project.

26.4 APPLICATION REQUIREMENTS.

- (a) Any applicant requesting a density bonus, incentive(s) or waiver(s) under the State Density Bonus Law must provide a written proposal to the city. The proposal shall be submitted prior to or concurrently with filing the planning application for the housing development and shall be processed in conjunction with the underlying application.
- (b) The proposal for a density bonus, incentive(s) or waiver(s) under the State Density Bonus Law must include the following information.
 - (1) Requested Density Bonus. The proposal must demonstrate that the project meets the State Density Bonus Law threshold(s) for the requested density bonus. The proposal must include the following calculations. The density bonus units may not be included in determining the percentage of base units that qualify a project for a density bonus under State Density Bonus Law.
 - (A) The maximum base density,
 - (B) the number/percentage of affordable units and identification of the income level at which such units will be restricted, and
 - (C) additional market rate units resulting from the density bonus allowable under State Density Bonus Law and the resulting unit per acre density.
 - (2) Requested Incentive(s). The request for particular incentive(s) must include a pro forma or other report evidencing that the requested incentive(s) results in identifiable, financially sufficient and actual cost reductions that are necessary to make the housing units economically feasible. The report shall be sufficiently detailed to allow the city to verify its conclusions. If the city requires the services of specialized financial consultants to review and corroborate the analysis, the applicant will be liable for all costs incurred in reviewing the documentation.
 - (3) Requested Waiver(s). The written proposal shall include an explanation of the waiver(s) of development standards requested and why they are necessary to make the construction of the project physically possible. Any requested waiver(s) shall not exceed the limitations provided by Section 26.8 and to the extent such limitations are exceeded will be considered as a request for an incentive.
 - (4) Fee. Payment of the fee in an amount set by resolution of the city council to reimburse the city for staff time spent reviewing and processing the State Density Bonus Law application submitted under this Section.

26.5 DENSITY BONUS.

- (a) A density bonus for a housing development means a density increase over the otherwise maximum allowable residential density under the applicable zoning and land use designation on the date the application is deemed complete. The amount of the allowable density bonus shall be calculated as provided in State Density Bonus Law. The applicant may select from only one of the income categories identified in State Density Bonus Law and may not combine density bonuses from different income categories to achieve a larger density bonus.
- (b) The body with approval authority for the planning approval sought will approve, deny or modify requests for density bonus and incentive(s) in accordance with State Density Bonus Law. Nothing herein prevents the city from granting a greater density bonus and additional incentives or waivers than that provided for herein, or from providing a lesser density bonus and fewer incentives and waivers than that provided for herein, when the housing development does not meet the minimum thresholds.

26.6 INCENTIVES.

- (a) The number of incentives granted shall be based upon the number the applicant is entitled under the State Density Bonus Law.
- (b) An incentive includes a reduction in site development standards or a modification of zoning code requirements or architectural requirements that result in identifiable, financially sufficient and actual cost reductions. An incentive may be the approval of mixed use zoning (e.g., commercial) in conjunction with a housing project if the mixed use will reduce the cost of the housing development and is compatible with the housing project. An incentive may, but need not be, the provision of a direct financial incentive, such as the waiver of fees.
- (c) A requested incentive may be denied only for those reasons provided in State Density Bonus Law. Denial of an incentive is a separate and distinct act from a decision to deny or approve the entirety of the project.

26.7 DISCRETIONARY APPROVAL AUTHORITY RETAINED. The granting of a density bonus or incentive(s) shall not be interpreted in and of itself to require a general plan amendment, zoning change or other discretionary approval. If an incentive would otherwise trigger one of these approvals, when it is granted as an incentive, no general plan amendment, zoning change or other discretionary approval is required. However, if the base project without the incentive requires a general plan amendment, zoning change or other discretionary approval, the city retains discretion to make or not make the required findings for approval of the base project.

26.8 WAIVERS. A waiver is a modification to a development standard such that construction at the increased density would be physically possible. Modifications to floor area ratio in an amount equivalent to the percentage density bonus utilized shall be allowable as a waiver. Requests for an increase in floor area ratio above that equivalent percentage shall be considered a request for an incentive. Other development standards include, but are not limited to, a height limitation, a setback requirement, an on-site open space requirement, or a parking ratio that applies to a residential development. An applicant may request a waiver of any development standard to make the project physically possible to construct at the increased density. To be entitled to the requested waiver, the

applicant must show that without the waiver, the project would be physically impossible to construct. There is no limit on the number of waivers.

26.9 AFFORDABLE HOUSING AGREEMENT. Before project approval, the applicant must enter into an affordable housing agreement with the city, to be executed by the city manager, to the satisfaction of the city attorney guaranteeing the affordability of the rental or ownership units for a minimum of thirty (30) years and identifying the type, size and location of each affordable unit, and containing requirements for administration, reporting and monitoring. The agreement must be recorded in the San Mateo County recorder's office.

26.10 DESIGN AND QUALITY.

- (a) Affordable units must be constructed concurrently with market rate units and must be integrated into the project.
- (b) Affordable units must be of equal design and quality as the market rate units.
- (c) Exteriors and interiors, including architecture, elevations, floor plans, interior finishes and amenities of the affordable units must be similar to the market rate units.
- (d) The number of bedrooms in the affordable units must be consistent with the mix of market rate units.
- (e) The requirements of subsections (a) through (d) may be waived or modified on a case by case basis for affordable housing units developed for special groups, including housing for special needs or seniors.
- (f) Parking standards shall be modified as allowable under State Density Bonus Law and anything beyond those standards shall be considered a request for an incentive.

SECTION 16. BZO SECTION 27 ADDED

City of Belmont Ordinance No. 360 ("Belmont Zoning Ordinance") is amended by adding Section 27 (Reasonable Accommodation) to read:

SECTION 27 – REASONABLE ACCOMMODATION

- 27.1 Purpose.
- 27.2 Applicability.
- 27.3 Application requirements.
- 27.4 Review authority.
- 27.5 Findings and decision.
- 27.6 Appeal determination.
- 27.7 Rescission of grants of reasonable accommodation.

27.1 PURPOSE. The purpose of this Section is to provide a procedure to request reasonable accommodation for persons with disabilities seeking equal access to housing under the Federal Fair Housing Act and the California Fair Employment and Housing Act in the application of zoning laws and other land use regulations, policies and procedures, and to establish relevant criteria to be used when considering such requests.

27.2 APPLICABILITY. In order to make specific housing available to an individual with a disability, any person may request a modification or exception to the rules, standards and practices for the siting, development and use of housing or housing-related facilities that would eliminate regulatory barriers and provide a person with a disability equal opportunity to housing of his or her choice. A person with a disability is a person who has a physical or mental impairment that limits or substantially limits one or more major life activities, anyone who is regarded as having such impairment or anyone who has a record of such impairment. This Section applies only to those persons who are defined as disabled under the Federal Fair Housing Act and the California Fair Employment and Housing Act.

27.3 APPLICATION REQUIREMENTS.

(a) A request for reasonable accommodation must be filed on the application form provided by the Community Development Department. If necessary to ensure accessibility, the applicant may request an alternative format. The applicant may be the person with the disability or his or her representative. The application must be accompanied by a fee, set by the city council, and be signed by the owner of the property and must provide the following information:

(1) Applicant's name and contact information;

(2) Property address;

(3) Current use of the property;

(4) Basis for the claim that the individual is considered disabled under fair housing laws;

(5) The zoning provision, regulation or policy from which reasonable accommodation is being requested;

(6) Explanation why the reasonable accommodation is necessary to make the specific property accessible to the individual;

(7) Plans showing the details of the proposal.

(b) If the project for which the request for reasonable accommodation is being made also requires some other discretionary approval under this title (including but not limited to a conditional use permit, architectural control, variance, or zoning amendment), the application for reasonable accommodation shall be submitted and reviewed at the same time as the related applications.

27.4 REVIEW AUTHORITY.

(a) If an application under this Section is filed without any accompanying application for another approval, permit or entitlement under this title, the community development director shall make a written determination within forty-five (45) days and either grant, grant with modifications or deny a request for reasonable accommodation.

- (b) If an application under this Section is filed with an application for another approval, permit or entitlement under this title, it shall be heard and acted upon at the same time and in the same manner as such other application, and shall be subject to all of the same procedures.

27.5 FINDINGS AND DECISION.

- (a) Any decision on an application under this Section shall be supported by written findings addressing the criteria set forth in this subsection. An application under this Section for a reasonable accommodation shall be granted if all of the following findings are made:
- (1) The housing, which is the subject of the request, will be used by an individual disabled under the Federal Fair Housing Act and the California Fair Employment and Housing Act.
- (2) The requested reasonable accommodation is necessary to make specific housing available to an individual with a disability under the Federal Fair Housing Act and the California Fair Employment and Housing Act.
- (3) The requested reasonable accommodation would not impose an undue financial or administrative burden on the city.
- (4) The requested reasonable accommodation would not require a fundamental alteration in the nature of a city program or law, including but not limited to land use and zoning.
- (5) The requested reasonable accommodation would not adversely impact surrounding properties or uses.
- (6) There are no reasonable alternatives that would provide an equivalent level of benefit without requiring a modification or exception to the city's applicable rules, standards and practices.
- (b) In granting a request for reasonable accommodation, the reviewing authority may impose any conditions of approval deemed reasonable and necessary to ensure that the reasonable accommodation would comply with the findings required by subsection (a).

27.6 APPEAL DETERMINATION. Any decision of the community development director or designee may be appealed by the applicant to the planning commission. The appeal shall be made in writing and filed with the Community Development Director within fifteen (15) days following the final decision. The appeal shall be accompanied by a fee, as set by the city council, and shall clearly state the reasons for the appeal. Where the request for accommodation is in conjunction with an application for another approval, permit or entitlement under this title, the appeal procedures for such other approval, permit or entitlement shall control.

27.7 RESCISSION OF GRANTS OF REASONABLE ACCOMMODATION. Any approval or conditional approval of an application under this Section may be conditioned to provide for its rescission or automatic expiration under appropriate circumstances.

SECTION 17. CEQA EXEMPTION

The City Council finds, under Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment. The Council therefore directs that a Notice of Exemption be filed with the San Mateo County Clerk in accordance with the CEQA guidelines.

SECTION 18. EFFECTIVE DATE.

This Ordinance shall take effect and will be enforced thirty (30) days after its adoption.

SECTION 19. PUBLICATION AND POSTING

The City Clerk has caused to be published a summary of this ordinance, prepared by the City Attorney under Government Code Section 36933, subdivision (c) of the, once, in a newspaper of general circulation printed and published in San Mateo County and circulated in the City of Belmont, at least five days before the date of adoption. A certified copy of the full text of the ordinance was posted in the office of the City Clerk since at least five days before this date of adoption. Within 15 days after adoption of this ordinance, the City Clerk shall cause the summary of this ordinance to be published again with the names of those City Council members voting for and against the ordinance; and the City Clerk shall post in the office of the City Clerk a certified copy of the full text of this adopted ordinance with the names of those City Council members voting for and against the ordinance.

* * *

The City Council of the City of Belmont, California introduced the foregoing ordinance, on July 22, 2014 and adopted the ordinance at a regular meeting held on August 26, 2014 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPTING A SEWER SERVICE PRIORITY POLICY FOR THE CITY OF BELMONT

WHEREAS, California Health and Safety Code Section 65589.7 requires each public agency or private entity providing water or sewer services to adopt written policies and procedures for granting a priority in the provision of water and sewer services to proposed developments that include housing units affordable to lower income households; and,

WHEREAS, the City of Belmont Housing Element 2007-2014 contains program 6.4 which states the City's intent to adopt a sewer priority policy in compliance with state law; and,

WHEREAS, the City of Belmont provides sewer service in the City of Belmont and desires to adopt a written policy that grants priority for service allocations to proposed housing developments that include housing units affordable to lower income households.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. That the City of Belmont adopts the Belmont Sewer Service Priority Policy attached hereto as Exhibit 1.

* * *

ADOPTED August 26, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT-1

CITY OF BELMONT SEWER SERVICE PRIORITY POLICY

1. Purpose

The purpose of this Sewer Service Priority Policy (“Policy”) is to provide the written policy for the City of Belmont (“City”) in accordance with Government Code Section 65589.7 granting priority for the provision of sewer service to proposed developments that include units for lower income households.

2. Application

This Policy applies only to new applications for sewer service or applications for upgrades to sewer service submitted to the City for proposed projects located in the City of Belmont for which the City must issue a building or other development permit.

Nothing in this Policy is intended or shall be construed as creating a right or entitlement to sewer service or any level of sewer service, nor shall this Policy be construed to either impose, expand or limit any duty concerning the City’s obligation to provide service to its existing customers or to any potential future customers.

3. Priority Policy

It is the policy of the City to prioritize sewer service to proposed developments that include units for lower-income households.

For purposes of this Policy, a “proposed developments that include units for lower income households” shall be developments that include dwelling units to be sold or rented to low and very-low income households, as defined in Health & Safety Code Section 50079.5, at an affordable housing cost, as defined in Health & Safety Code Section 50052.2, or an affordable rent, as described in Health & Safety Code Section 5003.

4. Findings for Denial.

The City shall not deny or condition the approval of an application for sewer services to, or reduce the amount of such services applied for by, a proposed development that includes units affordable to lower income households, unless the City makes specific written findings that the denial, condition or reduction is necessary due to the existence of one or more of the following:

- A. The City does not have sufficient treatment or collection capacity, as demonstrated by a written engineering analysis and report on the condition of the treatment or collection works, to serve the needs of the proposed development.
- B. The City is under an order issued by a regional water quality control board that prohibits new sewer connections.

- C. The applicant fails to agree to reasonable terms and conditions for sewer service from the City which is generally applicable to other development projects seeking sewer service from the City, including, but not limited to, payment of any fee or charge authorized by Government Code Section 66013.



Housing Element Update 2015-2022

Zoning Ordinance and Policy Amendments for
Compliance with 2007-2014 Housing Element



August 26, 2014

Jennifer Rose, Management Analyst
Carlos deMelo, Community Development Director

Implementation Process

- 2007-2014 Housing Element Adopted
- Implementation of Required Programs and Actions:
 - ☑ City Council: Introduce Zone Text Amendment's and Policies required to comply with Housing Element (7/22/14)
 - ☑ Planning Commission: Public Hearing and Recommendation to Council (8/4/14)
 - ☑ City Council Public Hearing to Adopt (8/26/14)

Required Programs/Actions

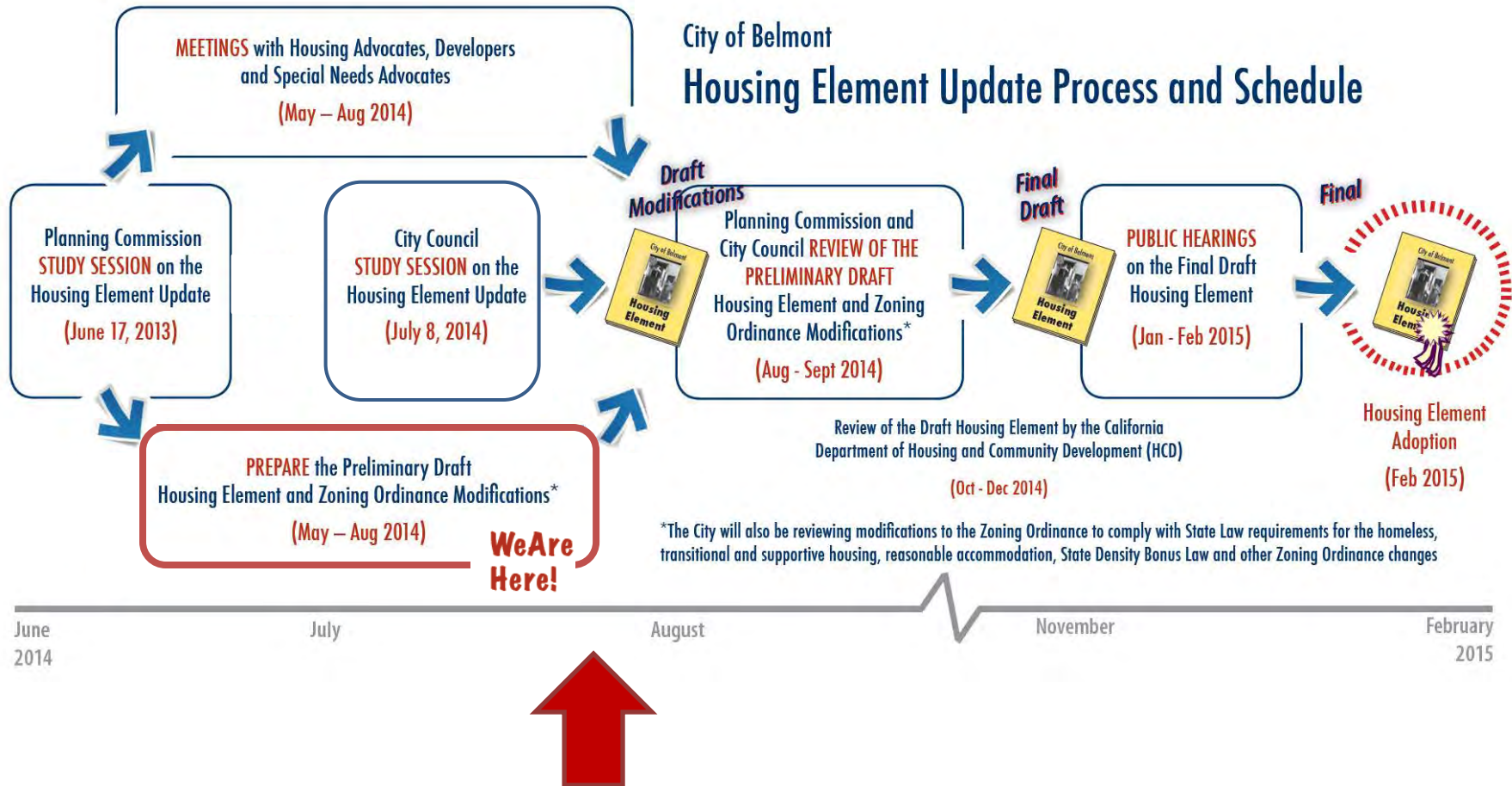
- Emergency Shelter Zoning
- Transitional & Supportive Housing
- Residential Care Facilities
- Definition of Family
- Apartment Hotel, Efficiency Units, SRO
- Density Bonus – 35%
- Reasonable Accommodation
- Sewer Priority Policy

2007-2014 Housing Element Implementation

Recommended City Council Actions:

1. Adopt ordinance amending sections of the Belmont Zoning Ordinance; and,
2. Adopt Resolution implementing a sewer priority policy for affordable housing developments.

Housing Element Update Schedule



Questions/Feedback





STAFF REPORT

Meeting Date: August 26, 2014

Agenda Item #10A

Agency: City of Belmont

Staff Contact: Afshin Oskoui, Public Works Department, 595-7459, aoskoui@belmont.gov, or
Bozhena Palatnik, Public Works Department, 595-7463, bpalatnik@belmont.gov

Agenda Title: Approval of Ralston Avenue Corridor Study and Improvements Plan

Agenda Action: Resolution

Recommendation

Adopt a resolution approving the Ralston Avenue Corridor Study and Improvements Plan as a Corridor Context Sensitive Plan.

Background

The Ralston Avenue Corridor Study and Improvements Project is identified as a Council Priority project. The goal of the project was to conduct a comprehensive study to determine the adequacy of existing and future traffic conditions, circulation, physical inventory of the gaps, and a multi-modal evaluation of the traffic operations related signals, pedestrian and bicycle facilities, transit, and parking in the corridor. Furthermore, developing context sensitive transportation improvement alternatives which incorporated, and enhanced, the diverse roadway characteristics encountered along the entirety of the corridor was important.

The Project was divided into three phases:

- Phase I – Data collection, community outreach meetings/workshops with residents, business owners, schools and stakeholders (Council and Planning Commission among others)
- Phase II – Mobility assessments and identifying issues along the corridor based on the collected data and Council/community outreach meetings/workshops, develop draft alternatives and draft budget
- Phase III – Develop final alternatives, short term and long term capital improvement projects, associated budgets and funding strategies

On February 12, 2013, City Council approved a contract with Whitlock and Weinberger Transportation, Inc. to conduct Phases I and II of the Ralston Avenue Corridor Study. Phase III of the Study would be authorized upon approval of the results of Phases I and II. Because the corridor is diverse in pedestrian activity, traffic patterns and community character, the corridor has been broken into four segments:

- Segment 1 – Highway 101 to El Camino Real
- Segment 2 – El Camino Real to South Road
- Segment 3 – South Road to Alameda de las Pulgas
- Segment 4 – Alameda de las Pulgas to Highway 92

By breaking the corridor into smaller segments, the project team was able to focus on the specific issues within each area. As the project progressed, the concepts developed for each area were blended to create a draft conceptual plan for improving access and mobility along the entire corridor.

Analysis

City staff in conjunction with the consultants held four public workshops to receive input from the residents, business owners, schools, community members and various stakeholders. These meetings were held on:

- April 18, 2013: Community Workshop and Open House – Defining the Vision
- September 18, 2013: Community Workshop and Open House – Preliminary Design Concepts
- February 20, 2014: Community Workshop and Open House – Draft Conceptual Improvements
- May 21, 2014: Open House - Gathering additional feedback on the recommended conceptual improvements.

In addition, City staff made a presentation to the Parks and Recreation Commission on April 2, 2014 to gather input on any potential bicycle/pedestrian improvements in the park, a City Council Study Session was held on April 8, 2014, to discuss the Ralston Avenue Corridor Conceptual Study Improvements, and a presentation was made to the Notre Dame de Namur University Board of Trustee Infrastructure Committee on June 17, 2014.

Throughout the Corridor Study process, Staff has maintained a project webpage to keep stakeholders informed and engaged in the planning process (<http://www.RalstonAvenueCorridorStudy.org>). Reports, technical memos, alternative plans, and the numerous workshops' presentation material were posted on the project webpage as they became available.

The Ralston Avenue Corridor Study and Improvements Plan (Plan) serves as the conclusion to the study and provides a summary of the planning initiative as well as recommendations for conceptual context sensitive design alternatives. The next steps in advancing this corridor context sensitive plan forward is to prioritize the improvements, prepare pre-design plans, specifications and estimates, and identify/secure funding sources to construct the improvements. The funding goal can be achieved by either securing a grant that will cover all the improvements or by prioritizing the improvements based on various criteria and obtain funding for each of them.

To date City staff has applied for two Active Transportation Grants in the amount of approximately \$8 Million each to compete the work identified in the Plan. Additional funding options are summarized in Appendix C (Implementation and Funding) of the Plan. Upon Council approval of the Plan, staff will bring back a consultant amendment for the Phase III of the project which will include developing final alternatives, short term and long term preliminary design development plans for programming of the capital improvement projects, associated budgets and funding strategies.

Approval of this plan does not approve funding for any of the individual projects summarized here. Staff will bring funding requests, together with a more detailed project description and environmental analysis, to the Council for individual projects at a later date.

Alternatives

1. Take No Action
2. Refer back to staff for more information

Attachments

A. Resolution

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☒ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☒ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☒ Other*

*Posting on Belmont website, project website, social media, and sending emails to individual stakeholders.

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPTING THE RALSTON AVENUE CORRIDOR STUDY AND IMPROVEMENTS PLAN AS A CORRIDOR CONTEXT SENSITIVE PLAN

WHEREAS, the Ralston Avenue Corridor Study and Improvements Project is a Council Priority project; and,

WHEREAS, the Ralston Avenue Corridor Study and Improvements Project formally began in 2013 and included an analysis of existing conditions, identification of issues and opportunities, a series of public outreach events, the development of design parameters and creation of conceptual context sensitive design alternatives; and,

WHEREAS, the Ralston Avenue Corridor Study and Improvements Plan (Plan) serves as the conclusion to the study and provides a summary of the planning initiative, as well as recommendations for conceptual context sensitive design alternatives; and,

WHEREAS, the Plan establishes a context sensitive vision for the short and long-term planning of Ralston Avenue through Belmont; and,

WHEREAS, it is in the best interest of the citizens of the City of Belmont that the Plan be adopted by the City Council as a Corridor Context Sensitive Plan to provide a framework for the future operational and infrastructure improvements of the Ralston Avenue Corridor through Belmont.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Adopts the Ralston Avenue Corridor Study and Improvements Plan as a Corridor Context Sensitive Plan, as depicted in Exhibit A.

* * *

ADOPTED August 26, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



The Ralston Avenue Corridor Study and Improvements Plan

August 2014



w-trans



RED3

Acknowledgements

Belmont City Council

- Warren Lieberman, Mayor
- David Braunstein, Vice-Mayor
- Cathy Wright
- Eric Reed
- Charles Stone

Belmont Public Works

- Afshin Oskoui, P.E., Public Works Director
- Leticia Alvarez, P.E., Assistant Public Works Director/City Engineer
- Bozhena Palatnik, P.E., Associate Civil Engineer

Consulting Team

- Mark Spencer, PE, W-Trans
- Steve Weinberger, PE PTOE, W-Trans
- Tony Henderson, PE PTOE, W-Trans
- Jennifer Donlon Wyant, Alta Planning + Design
- Rich Shinn, Iteris, Inc.
- Ray Davis, RED3

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1. Introduction

The City of Belmont recognizes the importance of Ralston Avenue as a key community corridor. The corridor includes homes, neighborhood serving retail, schools, and a Caltrain Station. The corridor is also connected with US 101 and SR 92 and can experience high traffic volumes.

The goals of the Ralston Avenue Corridor Study Project are two-fold:

- 1. Determine the adequacy of the corridor for multi-modal use by evaluating the ability to accommodate pedestrians, bicyclists, transit riders and motorists under existing and projected future conditions.
- 2. Develop context sensitive transportation alternatives to improve conditions for all users along the corridor.

This report presents context sensitive alternatives for improving multi-modal connectivity along the corridor, and is the culmination of three formative working papers that were produced as part of this effort:

- The first document summarized data collected for the project;
- The second document was an analysis of existing operations along the corridor; and
- The third document was a corridor alternatives report.

Study Segments

For analysis purposes, Ralston Avenue has been studied in four segments, based land use and environment:

- Segment 1: US 101 to El Camino Real
- Segment 2: El Camino Real to South Road
- Segment 3: South Road to Alameda de las Pulgas
- Segment 4: Alameda de las Pulgas to SR 92

Segment Improvement Components

This Ralston Avenue Corridor Study and Improvements Plan presents each segment improvement in four sections:

Background, Challenges, and Recommended Improvements: This section describes the corridor, the identified travel challenges, and the recommended improvements.

Conceptual Improvement Map: The improvement map illustrates the recommended improvements.

Benefits and Consequences: Each improvement has been weighed based upon its impact to each mode and the benefits and consequences of implementation.

Improvement Costs: This section presents the costs of the recommended improvements.

Community Input

The recommendations presented in this Plan are the result of input from the Belmont community. The recommendations are informed by:

- 1. Information Gathering Public Workshop held on April 18, 2013
- 2. Design Concept Review Community Workshop held on September 18, 2013
- 3. Conceptual Improvements Community Workshop held on February 20, 2014
- 4. City of Belmont Parks and Recreation Commission Meeting held on April 2, 2014
- 5. City of Belmont City Council Study Session and Open House held on April 8, 2014
- 6. Community Open House held on May 21, 2014
- 7. Comments submitted to the project website: www.ralstonavenuecorridorstudy.org
- 8. Comments submitted during stakeholder interviews conducted as part of this project
- 9. Comments submitted to the City as part of ongoing project planning

2. Recommendation Summary

Each segment of the corridor was reviewed for improvement to the walking, bicycling and driving environment with the goal of providing continuous, comfortable and safer facilities. Potential alternatives were presented to the community for review and determination of preference. The following recommendations are the result of that community input. They add mobility options to the corridor without significantly negatively impacting vehicular travel.

Pedestrian Crossing improvements	Sidewalk Improvements	Bikeway Improvements	Signage and Wayfinding	Vehicle Access Improvements	Design and Contingency
Segment 1 US 101 to El Camino Real: \$243,750					
Improved crossing times Improved crossing visibility	Reduce crossing distance	Bikeway improvements	Wayfinding	Signal timing and coordination	
\$107,600	\$1,600	\$36,000	\$1,500	\$16,000	\$81,250
Segment 2 El Camino Real to South Road: \$898,200					
Improved crossing times Improved crossing visibility	Sidewalk widening	El Camino Real path and crossing	Wayfinding	El Camino Real signal timing South Rd traffic signal	
\$145,400	\$93,500	\$111 600	\$3,300	\$245,000	\$299,400
Segment 3 South Road to Alameda de las Pulgas: \$4,988,550					
Improved crossing visibility and protection	Reduce crossing distance	Continuous bike lanes	Wayfinding	Notre Dame de Namur roundabout Notre Dame Avenue traffic signal	
\$143,300	\$1,050,200	\$170,200	\$2,000	\$1,960,000	\$1,662,850
Segment 4 Alameda de las Pulgas to SR 92: \$2,615,700					
Improved crossing visibility	Landscape strip	Improved bikeway visibility	Wayfinding	Tahoe Drive traffic signal	
\$122,300	\$1,132,200	\$59,800	\$4,500	\$425,000	\$871,900
Project Totals: \$ 8,746,200					
\$518,400	\$2,277,500	\$377,600	\$11,300	\$2,646,000	\$2,915,400
Percent of Costs					
9%	39%	6%	<1%	45%	

3. Recommended Improvements Toolbox Overview

The conceptual plans on the following pages include a number of treatments which are described below in greater detail.

3.1 High Visibility Crosswalks

There are a number of different marked crosswalk types, including the high visibility continental style shown at right. These types of crosswalks are more visible to drivers and are generally recommended at locations with high pedestrian activity, where slower pedestrians are expected (such as near schools), and where high numbers of pedestrian related collisions have occurred.

3.2 Advance Stop Lines

Advance stop lines are a painted stripe in the roadway set back from the crosswalk, directing drivers to stop at least 4 feet before the crosswalk. On multi-lane roads advance stop lines increase pedestrian visibility for drivers in other travel lanes, especially important around schools, as students are harder to see than adults. Advance stop lines also discourage encroachment upon the crosswalk at a red light, leaving more free space for pedestrians to cross.

3.3 Community Wayfinding

A wayfinding system consists of comprehensive signing to guide roadway users to their destinations along preferred routes. The system can be supplemented with pavement markings that primarily benefit bicyclists. There are three general types of wayfinding signs: confirmation signs, turn signs and decision signs. Confirmation signs indicate to bicyclists they are on a designated roadway. Turn signs indicate where a route turns from one street onto another. Decision signs mark the junction of two or more routes, and indicate key destinations, distance and direction.

3.4 Pedestrian Refuge Island

Pedestrian refuge islands are located at the mid-point of a marked crossing and help improve pedestrian safety by allowing pedestrians to cross one direction of traffic at a time. Refuge islands minimize pedestrian exposure by shortening crossing distance and increasing the number of available gaps for crossing. A refuge island must be accessible, preferably with an at-grade passage through the island rather than ramps and landings. If landscaped, the plant material should not compromise the visibility of pedestrians crossing in the crosswalk. Shrubs and ground plantings should be no higher than 1 ft. 6 in.

3.5 Rectangular Rapid Flashing Beacons

Rectangular rapid flashing beacons (RRFB) are pedestrian actuated devices mounted adjacent to the roadway. The beacon lights are rectangular LED



High Visibility Crosswalk



Advance Stop Lines



Community Wayfinding

(Example only, actual design to be determined)



Pedestrian Refuge Island



RRFB

lights installed below a pedestrian crosswalk sign that flash in an alternating pattern when activated. The beacon is dark when not activated. Caltrans has received approval from the Federal Highway Administration (FHWA) for use of RRFBs on a blanket basis at uncontrolled pedestrian crosswalk locations in California, including State highways and all local jurisdictions' roadways.¹

3.6 Cross-Bike Crossing

Cross-bike crossings are crossings that are a combination of a crosswalk and bicycle crossing. Typically, a standard crossing is for pedestrian use only and this treatment is designed to alert drivers that bicyclists should be expected at the crossing. The treatment includes a standard high visibility crosswalk markings with a wide green centerline marked with shared lane markings. This treatment is not a Caltrans approved traffic control device, however the City can apply to Caltrans for approval to experiment.



Cross-Bike Crossing



Roundabout

3.7 Roundabout

Modern roundabouts are relatively new to the United States, though in recent years their use has been growing rapidly as decision makers, the public, and the development community have come to realize their benefits. In general, roundabouts are safer than traditional signalized intersections because there are fewer possible conflict areas within a roundabout, and when collisions do occur, they are likely to be less severe than those at signalized or uncontrolled intersections. Roundabouts can also serve as a traffic calming tool by moderating travel speeds in the vicinity, which can lead to lower fuel consumption and improved air quality. Further, roundabouts can provide an excellent opportunity for landscaping and/or public art, and work well as "gateways" into urban areas that visually alert drivers as they enter a different type of street environment.

3.8 Congestion Relief

There are several programs underway that will provide congestion relief along Ralston Avenue, El Camino Real, and the area in general. The San Mateo Smart Corridor Program was initiated by the City/County Association of Governments of San Mateo (C/CAG) in association with Caltrans District 4, the San Mateo County Transportation Authority (SMCTA), and the participating local agencies, to address the operation of the US 101 corridor that includes both freeway and local arterials, with the intent of benefiting a variety of users. The overall goal is to improve operations along the US 101 corridor, including the local arterials in Belmont, to better accommodate the influx of traffic that diverts off of US 101 onto the local arterials during times of recurring and non-recurring congestion on US 101. As a stakeholder in the San Mateo Smart Corridor Program, the City of Belmont will receive a new central traffic signal control system for intersections located in the Smart Corridor project area, which includes signalized intersection between US 101 and Alameda de las Pulgas.

The Metropolitan Transportation Commission (MTC) administers the Program for Arterial System Synchronization (PASS). The PASS program provides technical assistance to Bay Area agencies to help improve the safe and efficient operation of their traffic signal systems and corridors. MTC has allocated a grant to the City of Belmont under the PASS program that will provide updated traffic signal timing plans at 12 intersections along Ralston Avenue between US 101 and Christian Drive. The goals of the PASS program include air quality improvements through decreased motor vehicle emissions and fuel consumption, improved reliability and predictability of travel along arterials, and improvement to safety of motorists, pedestrians, and bicyclists.

¹ Approval number IA-11-83-RRBF-California Statewide.

4. Segment 1: US 101 to El Camino Real

4.1 Background, Challenges and Recommended Improvements

4.1.1 Background

This easternmost segment of Ralston Avenue in the City of Belmont is between US 101 and El Camino Real. Ralston Avenue is wider in this segment compared to the other study segments. This segment serves as a transition between the core downtown area of Belmont and office buildings located in Redwood Shores to the east.

Land Use and Connectivity

Generally land uses along this segment are commercial with connections to nearby residential areas. Segment 1 includes a number of important destinations that require consideration for pedestrian, bicycle, and vehicle connectivity. These include:

- US 101
- US 101 bicycle and pedestrian overcrossing
- Nesbit Elementary School
- Post Office
- Retail
- Belmont Caltrain Station

Connectivity challenges are described below in greater detail.

4.1.2 Segment Challenges and Goals

Pedestrian Travel

Segment 1 includes a complete sidewalk network however it was found to be in need of some pedestrian crossing enhancements to connect the neighborhoods to the south with the retail and Nesbit Elementary on the north side of Ralston Avenue.

Pedestrian related challenges include:

- Pedestrians using unmarked crossings
- Missing curb ramps
- Narrow sidewalks
- Insufficient pedestrian crossing times at signalized intersections
- Reported driver non-compliance with the “No Right Turn” illuminated sign at Hiller Street
- Reported low driver yield rates at the Elmer Street pedestrian crossing; The existing crossing is wide and consists of five travel lanes

The pedestrian improvement goals along this segment are to improve crossing visibility, improve crossing safety, and provide adequate crossing times.



It was reported that drivers do not comply with this illuminated sign at Hiller Street.



It was reported that drivers do not always yield to pedestrians at this uncontrolled crossing at Elmer Street

Bicycle Travel

The challenge related to bicycle travel in this segment of Ralston Avenue is the lack of bicycle facilities on Ralston; however there are a number of destinations including Downtown Belmont, Belmont Caltrain Station, Post Office, Nesbit Elementary School and the US 101 pedestrian and bicycle overcrossing.

Specific challenges include:

- No on-street bicycle space
- US 101 overcrossing does not have bicycle facilities
- Reported driver non-compliance with the “No Right Turn” illuminated sign at Hiller Street
- Wayfinding from westbound US 101 pedestrian and bicycle overcrossing does not continue past the intersection of Hiller Street and Ralston Avenue
- It is difficult to access the US 101 pedestrian and bicycle overcrossing for eastbound bicyclists
- The Caltrain undercrossing is challenging because of high vehicle volume and speed

The bicycle improvement goals were to provide dedicated bicycle space either on or adjacent to Ralston Avenue. The former requires the elimination of parking in order to accommodate the bike lanes while maintaining the existing travel lanes. There are existing bike lanes on Masonic Way, one block to the north of Ralston Avenue and an alternative was created which utilizes this corridor with additional connectivity elements. Another bicycle related goal for this segment is to increase visibility for bikeways at the freeway ramps.

Vehicle Travel

Ralston Avenue is the primary vehicle traffic carrier to the US 101 interchange. The vehicular challenge in Segment 1 is capacity and timing. Because of its importance to circulation between US 101 and El Camino Real and the need to maintain vehicle capacity, no changes to travel lanes were considered.



Ralston Avenue is a well-used corridor



A bicyclist crosses Ralston Avenue at Old County Road

4.1.3 Preferred Conceptual Improvements

Pedestrian Travel Improvements

The pedestrian travel improvements along this corridor focus on providing sufficient crossing times at signalized intersections and improved crossing visibility.

Ralston Avenue at Hiller Street: It is recommended that traffic signal timing at Ralston Avenue/Hiller Street could be modified to increase pedestrian crossing times giving slower pedestrians more time to complete their crossing. Depending on traffic demand, the longer pedestrian crossing time may result in a slight increase in intersection delay, but only at times when the pedestrian phase is activated. Additionally, the crosswalk crossing Ralston Avenue would be upgraded with high-visibility markings.

Ralston Avenue at Elmer Street: The currently uncontrolled pedestrian crossing of Ralston Avenue at Elmer Street is recommended to be upgraded to include a HAWK, curb extensions, high visibility pavement markings and a center median pedestrian refuge area coupled with advanced warning signs. The improved markings would increase the visibility of pedestrians crossing the street which is further improved with the HAWK beacon that has been demonstrated to increase driver compliance at crosswalks.

Ralston Avenue at Old County Road: It is recommended that all crosswalks at this intersection be upgraded with high-visibility crosswalks to improve visibility.

Accessibility: Wherever physical improvements are made to a pedestrian crossing, it may be necessary to upgrade curb ramps to meet standards set in the Americans with Disabilities Act (ADA). Additionally, other crossing locations could be upgraded to meet current ADA standards to provide enhanced access for persons with mobility impairments.

Bicycle Travel Improvements

Bicyclists can be directed to use Masonic Way as an alternate route to the western segments of Ralston Avenue and Caltrain. Masonic Way has significantly lower traffic volumes and speeds than Ralston Avenue. This alternative would include installation of enhanced way-finding signs, connections with proposed pathways and enhanced crossings.

US 101 Ramps: Green bike lanes are recommended at the US 101 ramps to delineate the bicycle travel path and alter drivers to expect bicyclists.

Masonic Way: Dedicated bicycle space on Ralston Avenue in Segment 1 would require the removal of on-street parking which was not a community preferred choice. This Plan includes the recommendation to direct bicyclists to Masonic Way. Masonic Way has significantly lower traffic volumes and speeds than Ralston Avenue, making the route more comfortable for bicyclists. The existing bike lanes on Ralston Avenue place bicyclists in the ‘door zone.’ It is recommended that the City consider traffic calming and space re-allocation on Masonic Way, or as an option a Bicycle Boulevard



High Visibility Crosswalk



HAWK Beacon



Green Bike Lanes



Wayfinding
(Example only, actual design to be determined)

concept on Masonic Way could be considered.

Old County Road: A bicycle path is recommended between Masonic Way and Ralston Avenue on the west side of Old County Road. This path will facilitate bicycle access to Caltrain, Masonic Way, Ralston Avenue and the bikeway project on Old County Road south of Ralston Avenue.

Ralston Avenue between Old Country Road and El Camino Real: Cross-bike markings are recommended where bicyclists cross from the paths to crosswalks at both intersections. Additionally, it is recommended that dedicated bicycle space be provided under the Caltrain overpass.

Ralston Avenue at El Camino Real: One-way off-street bicycle paths are recommended along both sides of Ralston Avenue between El Camino Real and Old County Road (under the Caltrain underpass). Since the width of Ralston Avenue is constrained within this section, the off-street bicycle paths provide bicyclists with an option to ride outside of the travel lanes. Since these paths would be designed as one-way, it would minimize the chance of conflict between two bicyclists; however, the paths would be shared with bi-directional pedestrian traffic, creating a potential for conflicts between bicyclists and pedestrians. Additional intersection ramp improvements would be necessary to facilitate the transition between on-street and off-street bicycle facilities.

Ralston Avenue/ Hiller Street: Ralston Ave (minor) and Hiller Street are recommended to include ‘Bikes May Use Full Lane’ signs, and shared lane markings. To improve operations for bicyclists traveling northbound on Hiller Street, a bicycle loop detector should be added. This will allow bicyclist to trigger a ‘green’-phase at the existing signal.

Entire Segment Improvements: It is recommended the entire segment include installation of enhanced community/bicycle way-finding signs.

Vehicle Travel Improvements

Ralston Avenue at Old County Road: It is recommended the traffic signal at Ralston Avenue and Old County Road be coordinated and enhanced with the San Mateo Smart Corridor Program.

The PASS program: Will provide updated traffic signal timing plans along Ralston Avenue at US 101 northbound ramps, US 101 southbound ramps, Hiller Street, Old County Road, and El Camino Real.

4.1.4 Consequences of Preferred Improvements

This segment improvement recommendation would not modify any pedestrian or transit services facilities and therefore would have no negative impact on pedestrian connectivity or transit access.

In general, the bicycling community shared that it would prefer a route on the lower volume and lower speed Masonic Way, with the safety and comfort further enhanced by the designation of Class II bicycle lanes. However, depending on the bicyclist’s origin and destination, this may be an overall longer route; therefore, some bicyclists may choose to continue riding on Ralston Avenue without the benefit of designated bicycle facilities.

It is expected that the recommended projects on this segment would have a negligible impact on vehicle traffic. Use of the enhanced bicycle crossing facilities at Ralston Avenue/El Camino Real and Ralston Avenue/Old County Road may result in a slight increase in vehicle delay at these intersections while bicyclists are crossing the street, but impacts to overall average delay are expected to be minimal. See Table 4-1 for further details.



Cross-Bike Crossing



Proposed bicycle circulation around Old County Road, El Camino Real, and the Caltrain crossing

4.2 Segment 1: US 101 to El Camino Real Conceptual Improvement Map



4.3 Benefits and Consequences

Each improvement has been weighed based upon its impact to each mode and the benefits and consequences of implementation.

Table 4-1: Segment 1 Benefits and Consequences

Improvement	Auto	Bike	Pedestrian	Transit	ROW	Benefits	Consequences
Increased pedestrian crossing times and install high-visibility markings at Ralston Ave/Hiller St	-	o	+	-	o	<ul style="list-style-type: none">Added time to allow pedestrians to cross the streetIncreases pedestrian visibility	<ul style="list-style-type: none">Increase in average vehicle delay at the intersection
Enhanced pedestrian crossing at Ralston Ave/Elmer St, including HAWK beacon, refuge island and curb extensions	o	o	+	-	-	<ul style="list-style-type: none">Negligible impact to vehicle trafficIncreased pedestrian crossing visibilityImproves connectivity to transit serviceWhen activated by a pedestrian, HAWK signals generally improve driver crosswalk compliance	<ul style="list-style-type: none">There may be instances where drivers need to come to a complete stop even if a pedestrian is not in the crosswalkMay require limited right of way acquisition
Provide 'Bikes May Use Full Lane' signs on Ralston Avenue (minor) and Hiller Street, shared lane markings, and bike detection at signal	o	+	o	o	o	<ul style="list-style-type: none">Discourages motorists from unsafe passing of bicyclistsIndicates to bicyclists to use the full travel lane to operate	<ul style="list-style-type: none">None
Upgrade the following sections to have ADA-compliant curb ramps: <ul style="list-style-type: none">Ralston Ave/US 101 SB RampsRalston Ave/Furlong StRalston Ave/Elmer St	o	o	+	o	o	<ul style="list-style-type: none">Provide enhanced access for persons with mobility impairments	<ul style="list-style-type: none">None
Designate an alternative bicycle route on Masonic Way with no change to Ralston Ave	o	+	o	o	o	<ul style="list-style-type: none">No change to vehicle travel timesImproves bicycle connectivityPrimary bicycle facility would be located on a roadway with lower traffic volumes and speeds than Ralston AveLimited need for additional right-of-wayEnhanced crossing facilities to facilitate bicyclists who need to cross Ralston Ave to reach Masonic Way	<ul style="list-style-type: none">May increase bicycle travel distanceRequires eastbound-travelling bicyclists to cross Ralston Ave

Improvement	Auto	Bike	Pedestrian	Transit	ROW	Benefits	Consequences
One-way off-street bicycle paths under the Caltrain overcrossing (between El Camino Real and Old County Rd)	o	+	-	o	o	<ul style="list-style-type: none">Provides bicyclists with an option to ride outside of the travel lanes	<ul style="list-style-type: none">Potential for conflicts between bicyclists and pedestrians
Green bicycle lanes on Ralston Ave where bicycle lanes cross the US 101 ramps	o	+	o	o	o	<ul style="list-style-type: none">Improves visibility and safety of bicycle lanes in conflict-prone areas	<ul style="list-style-type: none">None
PASS Program Traffic Signal Timing Plans at US 101 northbound and southbound ramps, Hiller Street, Old County Road and El Camino Real	+	+	+	+	o	<ul style="list-style-type: none">Improves air quality, travel time reliability, and safety for all users	<ul style="list-style-type: none">None

Note: + indicates a positive impact; - indicates a negative impact, o indicates no impact

4.4 Summary of Costs

It is estimated that implementation Segment 1 improvements would cost approximately \$243,750

It is likely that the Ralston Avenue Corridor Study and Improvements Plan could be implemented without the acquisition of additional right-of-way, with the exception of the shared use facility along Old County Road and at the cross-bike locations depending on adjacent facilities. Cost estimates for right-of-way acquisition are not included in this cost estimate.

Table 4-2: Estimated Segment 1 Summary of Costs

Improvement Type	Cost Estimates
Pedestrian Crossing Improvement	\$107,400
Sidewalk Improvements	\$1,600
Bikeway Improvements	\$36,000
Signage and Wayfinding	\$1,500
Vehicle Access Enhancements	\$16,000
Sub-Total	\$162,500
Design	\$40,625
Contingency	\$40,625
Total	\$243,750

5. Segment 2: El Camino Real to South Road

5.1 Background, Challenges, Recommended Improvements

5.1.1 Background

The segment of Ralston Avenue between El Camino Real and South Road encompasses the core of downtown Belmont and includes connectivity to El Camino Real and the Belmont Caltrain Station, both of which are regional transportation routes for north-south travel along the San Francisco Peninsula. The westernmost portion of this segment serves as a transition between the downtown core area and Notre Dame de Namur University and residential areas to the west.

Land Use and Connectivity

Land uses along this segment of Ralston Avenue include commercial and community-serving retail and services, recreation and multi-family housing.

Segment 2 includes key destinations that require consideration for pedestrian, bicycle and vehicle connectivity including:

- Downtown retail
- Twin Pines Park
- Twin Pines Senior and Community Center
- Central Elementary School

Connectivity challenges are described below in greater detail.

5.1.2 Segment Challenges and Goals

Pedestrian Travel

Segment 2 includes a complete sidewalk network; however, the community identified a need for the following pedestrian improvements.

Pedestrian related challenges include:

- Pedestrians using unmarked crossings
- Missing curb ramps
- Narrow sidewalks
- Insufficient pedestrian crossing times at signalized intersections
- South Road intersection requires pedestrians to cross four travel lanes at a high volume stop-controlled intersection

The pedestrian improvement goals along this segment are to improve crossing visibility, improve crossing safety, and provide adequate crossing times. The Village Project in Belmont will consider a 1,000 feet pedestrian corridor that connects downtown Belmont to Ralston Avenue. Refinements to the pedestrian linkages at 6th Street, 5th Street, Emmett Avenue, and elsewhere will be formulated through the Village project planning effort.



Ralston Avenue near 6th Avenue



Ralston Avenue at South Road

Bicycle Travel

Segment 2 does not include dedicated bicycle space along Ralston Avenue. While there are Shared Lane Markings (see image to the right) stenciled on-street, the speed and volume of cars makes it an uncomfortable bicycling environment for most community members. Many bicyclists choose to bicycle on the sidewalk rather than on-street.

Specific challenges include:

- No on-street bicycle space

The bicycle improvement goals were to provide dedicated bicycle space either on or adjacent to Ralston Avenue. This would be made possible by the elimination of one travel lane in each direction. Another option includes the creation of a bike route corridor along Emmett Avenue with connections through Twin Pines Park on the west and a multi-use path paralleling El Camino Real to the east.

Vehicle Travel

The section between El Camino Real and 6th Avenue includes several driveways on both sides of Ralston Avenue. Vehicles turning left to and from these driveways cause conflicts with vehicle queuing at the ECR traffic signal, especially those vehicles waiting to make an eastbound left-turn movement.

The majority of this section is served by multiple travel lanes. However, the all-way stop-controlled intersection at South Road causes significant queuing.

Ralston Avenue is the primary vehicle traffic carrier to El Camino Real, Old County Road, and the US 101 interchange. The vehicular challenge in Segment 2 is capacity and timing. Because of its importance to circulation and the need to maintain vehicle capacity, no changes to travel lanes were considered.



Ralston Avenue near 6th Avenue



Ralston Avenue at El Camino Real

5.1.3 Preferred Conceptual Improvements

Pedestrian Travel Improvements

The pedestrian travel improvements along this corridor focus on providing sufficient crossing times at signalized intersections, improved crossing visibility and sidewalk widening.

Ralston Avenue at El Camino Real: It is recommended that traffic signal timing be modified to increase pedestrian crossing times giving slower pedestrians more time to complete their crossing. Depending on traffic demand, the longer pedestrian crossing time may result in a slight increase in intersection delay, but only at times when the pedestrian phase is activated. Additionally, all crosswalks would be upgraded with high-visibility markings.

Ralston Avenue between El Camino Real and 6th Avenue: It is recommended that on-street parking be removed on the south side of the street in order to widen the sidewalk. Widening of the sidewalk will increase pedestrian flow and comfort and contribute to the placemaking of Downtown Belmont.

Ralston Avenue at 6th Avenue: It is recommended all existing crosswalks at this intersection be upgraded with high visibility-crosswalks to improve visibility.

Ralston Avenue at South Road: It is recommended all existing crosswalks at this intersection be upgraded with high visibility-crosswalks to improve visibility.

Emmett Avenue at 6th Avenue: It is recommended all existing crosswalks at this intersection be upgraded with high visibility-crosswalks to improve visibility and yield lines to discourage crosswalk encroachment. A median at both crossings of 6th Avenue will provide refuge. This treatment will require the re-location of a number of existing mailboxes.

Bicycle Travel Improvements

Bicyclists could be directed to Emmett Avenue as an alternative route to riding on Ralston Avenue, which has significantly lower traffic volumes and speeds than Ralston Avenue. This alternative would include installation of enhanced wayfinding signs, connections with nearby paths and enhanced crossing facilities at El Camino Real and Ralston Avenue.

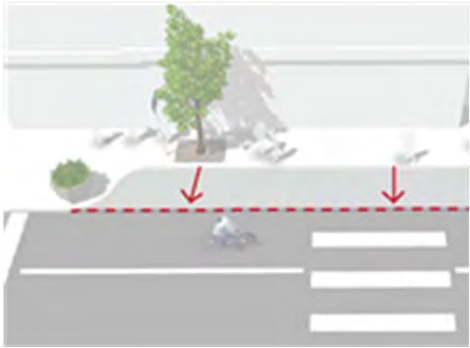
El Camino Real: A bicycle path is recommended between Ralston Avenue and Emmett Avenue on the east side of El Camino Real. This path will facilitate bicycle access to Emmett Avenue, Old County Road, and Caltrain. The City of Belmont will need to work with Caltrans on this crossing, and implementation will be dependent on Caltrans approvals and permitting. Alternately, a cycle track could be installed on the west side of El Camino Real between Ralston Avenue and Emmett Avenue. With this option, the following recommended HAWK signal would be unnecessary.

El Camino Real at Emmett Avenue: It is recommended that an enhanced bicycle crossing with a HAWK signal, pedestrian refuge, high-visibility crosswalks and yield lines be installed at this crossing. These enhanced treatments will facilitate yielding compliance.

Emmett Avenue: Emmett Avenue has lower vehicle volumes and speeds than Ralston Avenue and was identified as a preferred route. It is recommended it include Shared Lane Markings and Bike Route signage.



High Visibility Crosswalk



Widen Sidewalk



HAWK Beacon



Cross-Bike Crossing

Emmett Avenue at 6th Avenue: It is recommended that cross-bike markings be provided for east and west travel on Emmett Avenue across 6th Avenue to improve visibility.

Ralston Avenue South Road to Twin Pines Lane: Bike lanes along this segment will connect bicyclists to existing bike lanes west of this segment and east to the Twin Pines Lane enhanced crossing.

Connection through Twin Pines Park: A pathway parallel to Ralston Avenue can be created in Twin Pines Park that connects South Road to the parking lot in Twin Pines Park, avoiding a connection to the existing multi-use path in the park near the picnic and playground areas. This would allow pedestrians and bicyclists to cross South Road at the new traffic signal and enter the park at this location.

Vehicle Travel Improvements

Ralston Avenue at El Camino Real: It is recommended the traffic signal at Ralston Avenue and El Camino Real be coordinated and enhanced with the San Mateo Smart Corridor Program.

Ralston Avenue between ECR and 6th Avenue: Install a raised median in the mid-block area to prohibit left-turn movements into and out of the northern driveway, west of USA Bank, and the southern driveway on the opposite side of the street. Left-turn movements into the Walgreens driveway could still be maintained. As an option, the two-way left-turn lane could be removed entirely, with traffic directed to access parking lots from side streets.

Ralston Avenue at South Road: The existing all-way stop-controlled intersection at Ralston Avenue/South Road is a common source of congestion that affects traffic along the Ralston Avenue corridor. This intersection is recommended to be upgraded to traffic signal control, which would improve overall intersection operations from Level of Service (LOS) F to LOS A under existing traffic volumes.

Also considered was installation of a modern roundabout at this location; however, due to topographic and right-of-way constraints, it was determined that a modern roundabout would not be practical for this intersection. A mini-roundabout would also not be recommended at this location due to the volume of traffic passing through.

Ralston Avenue westbound merge at South Road: The merging of lanes that is currently just west of South Road should be moved to the east side of the intersection, after the installation of the traffic signal at South Road. This will facilitate the extension of the westbound bicycle lane on Ralston Avenue through the intersection.

The PASS program: Will provide updated traffic signal timing plans along Ralston Avenue at 6th Avenue.

5.1.4 Consequences of Preferred Improvements

It is expected that the recommendations would have a negligible impact on vehicle traffic. Use of the enhanced crossing facilities on El Camino Real may result in a slight increase in vehicle delay while bicyclists are crossing the street, but impacts to overall average delay are expected to be minimal.

The lower traffic volume and speeds on Emmett Avenue would make it a safer and more comfortable route for bicyclists than Ralston Avenue. However, choice of this route may result in a slightly longer travel distance for some bicyclists along with the need to cross Ralston Avenue and/or El Camino Real. Because of this some bicyclists may choose to continue riding on Ralston Avenue without the benefit of designated bicycle facilities, which would be no change from existing conditions.

Removal of on-street parking on the south side of Ralston Avenue between El Camino and 6th Avenue will improve the pedestrian experience and encourage more activity however; there will be a loss of on-street parking.

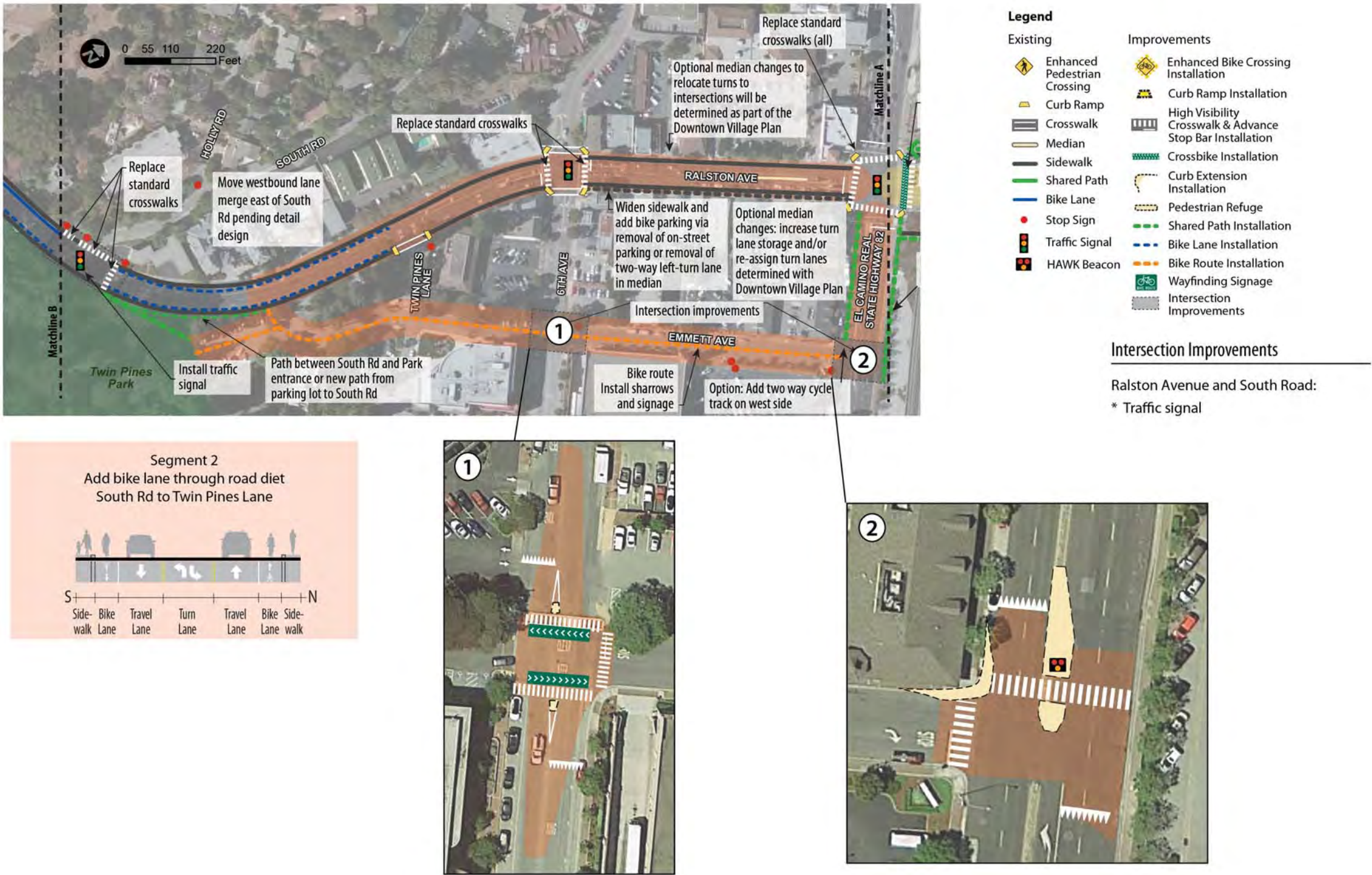
This alternative would not modify any transit services facilities and therefore would have no impact on transit access.

See Table 5-1 for further details.



Community Wayfinding
(Example only, actual
design to be determined)

5.2 Segment 2: El Camino Real to South Road Conceptual Improvement Map



5.3 Benefits and Consequences

Each improvement has been weighed based upon its impact to each mode and the benefits and consequences of implementation.

Table 5-1: Segment 2 Benefits and Consequences

Improvement	Auto	Bike	Pedestrian	Transit	ROW	Benefits	Consequences
Designate an alternative bicycle route on Emmett Ave while retaining existing configuration on Ralston Ave	o	+	o	o	o	<ul style="list-style-type: none">No change to vehicle travel timesImproves bicycle connectivityPrimary bicycle facility would be located on a roadway with lower traffic volumes and speeds than Ralston AveLimited or no need for additional right-of-wayEnhanced crossing facilities to facilitate bicyclists who need to cross Ralston Ave and/or El Camino Real to reach Emmett Ave	<ul style="list-style-type: none">Potential increases bicycle travel distanceRequires bicyclists to cross Ralston Ave and/or El Camino Real
Install high visibility crosswalk at Ralston Ave/El Camino Real, Ralston Ave/Sixth Ave, and Ralston Ave/South Rd	o	o	+	o	o	<ul style="list-style-type: none">Increases pedestrian crossing visibilityNegligible impact to vehicular traffic	None
Widen sidewalk on Ralston Ave between El Camino and 6 th Avenue	-	o	+	-	o	<ul style="list-style-type: none">Increases pedestrian flow and comfort	Loss off on-street parking and/or loss of two-way left-turn lane.
Adjust signal timing at Ralston Ave/El Camino Real to provide a leading pedestrian interval (LPI). When actuated, the pedestrian signal head changes to walk for 2-4 seconds prior to a motor vehicle green phase.	-	o	+	-	o	<ul style="list-style-type: none">Gives pedestrians an opportunity to enter the crosswalk before opposing traffic receives a green light, thereby increasing pedestrian visibility	Increases vehicle delay (including transit vehicle delay) when the pedestrian phase is activated
Install a midblock median to prohibit left-turn movements into and out of midblock driveways.	+	o	o	+	o	<ul style="list-style-type: none">Decreases vehicle conflictsIncreases vehicle capacity at adjacent signalized intersectionsIncreases vehicle queuing capacity.	Loss of left-turn access to retail centers (however, could be served by other access points)
PASS Program Traffic Signal Timing Plans at Ralston Avenue and 6th Avenue	+	+	+	+	o	<ul style="list-style-type: none">Improves air quality, travel time reliability, and safety for all users	None

Improvement	Auto	Bike	Pedestrian	Transit	ROW	Benefits	Consequences
Convert South Road to be controlled with a traffic signal	+	+	+	o	o	<ul style="list-style-type: none">Limited or no need for additional right-of-wayPedestrians would benefit from a controlled crossing of Ralston Ave at this locationImproved delay and queuing along Ralston Avenue	None
Move westbound Ralston Avenue merge from west of South Road to east of South Road after traffic signal is installed at South Road	o	+	o	o	o	<ul style="list-style-type: none">Limited or no need for additional right-of-wayBicyclists would benefit from extension of westbound bike lane	None
Path from South Rd into Twin Pines Park to connect to parking lot	o	+	+	o	o	<ul style="list-style-type: none">Pedestrians and bicyclists would benefit from a controlled crossing at South Road and more direct access into Twin Pines Park	Construction of pathway and retaining wall parallel to Ralston Avenue

Note: + indicates a positive impact; - indicates a negative impact, o indicates no impact

5.4 Summary of Costs

It is estimated that implementation Segment 2 improvements would cost approximately \$898,200.

It is likely that this Plan could be implemented without the acquisition of additional right-of-way, with the exception of the shared use facility along El Camino Real and at the cross-bike locations depending on adjacent facilities. Cost estimates for right-of-way acquisition are not included in this cost estimate.

Table 5-2: Estimated Segment 2 Summary of Costs

Improvement Type	Cost Estimates
Pedestrian Crossing Improvement	\$145,400
Sidewalk Improvements	\$93,500
Bikeway Improvements	\$111,600
Signage and Wayfinding	\$3,300
Vehicle Access Improvements	\$245,000
Sub-Total	\$598,800
Design	\$149,700
Contingency	\$149,700
Total	\$898,200

6. Segment 3: South Road to Alameda de las Pulgas

6.1 Background, Challenges, Recommended Improvements

6.1.1 Background

The segment of Ralston Avenue between South Road and Alameda de las Pulgas is the narrowest of the Ralston Avenue study segments, with one lane in each direction plus a center turn lane; however, Ralston Avenue currently transitions to a five-lane roadway (two through lanes plus a center turn lane) near both termini of this segment. Additionally the Notre Dame de Namur University and Notre Dame High School are located along this segment of Ralston Avenue.

Land Use and Connectivity

Land uses along this segment of Ralston Avenue are generally residential along the southern side of the roadway and residential/educational along the northern with neighborhood serving retail at the western end.

Segment 2 includes key destinations that require consideration for pedestrian, bicycle and vehicle connectivity including:

- Notre Dame de Namur University
- Notre Dame High School
- Barrett Park and Community Center
- Carlmont Village District

Connectivity challenges are described below in greater detail.

6.1.2 Segment Challenges and Goals

Pedestrian Travel

Segment 3 includes a number of challenges including an incomplete sidewalk network, narrow sidewalks and limited marked crossings.

Pedestrian related challenges include:

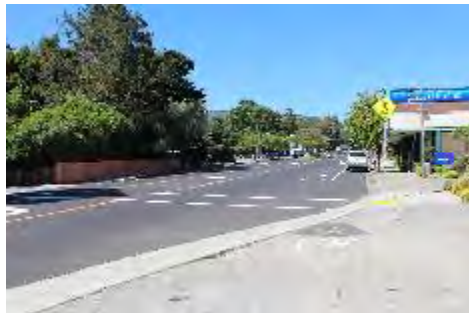
- Missing curb ramps.
- Narrow sidewalk with hill erosion on the north side of Ralston Avenue between South Road and Notre Dame De Namur University.
- Narrow sidewalks in Carlmont Village District despite third highest pedestrian activity area.
- Reported blocked sidewalks near Notre Dame De Namur University during University events.
- Shared bicycle and pedestrian path on the north side of Ralston Avenue in front of Notre Dame High School does not meet Caltrans design standards or NACTO best practices. Stencils indicating travel direction appear to be reversed from typical travel on the right.
- Reported high vehicular speeds between Notre Dame Avenue and



Ralston Avenue west of South Road



Ralston Avenue at Chula Vista Dr



Ralston Avenue at Maywood Drive



Ralston Avenue near Notre Dame de Namur

South Road make crossing at uncontrolled marked crossings challenging.

- Reported low driver yielding rates at the Chula Vista uncontrolled marked crossing.
- Missing signage warning eastbound drivers of Chula Vista crosswalk.
- Low visibility of Chula Vista crosswalk.
- Reported low driver yielding rates at the Villa Avenue and Maywood Drive pedestrian beacons.
- Wide crossing at Maywood Drive.
- Northeast corner of Alameda De Las Pulgas at Ralston Avenue has a wide turning radius and traffic signal pole in pedestrian path.

Bicycle Travel

While this segment has the most complete bicycle network of all four, there are a number of gaps in the network, particularly for westbound travel.

Many bicyclists choose to bicycle on the sidewalk rather than on-street.

Specific challenges include:

- No on-street bike lanes between:
 - Notre Dame de Namur entrance and Notre Dame Avenue (north side)
 - Barrett Park and Maywood Drive (north side)
 - Villa Avenue and Alameda De Las Pulgas (north side)
 - Alameda De Las Pulgas and 460 feet west of Alameda De Las Pulgas (south side)
- Bi-directional shared bicycle and pedestrian path on the north side of Ralston Avenue in front of Notre Dame High School does not meet Caltrans design standards or NACTO best practices.
- Reported vehicular travel speeds make the corridor uncomfortable for bicycling except for the most experienced bicyclists.
- Eastbound vehicular travel lane merge just west of Alameda De Las Pulgas poses positioning challenges for bicyclists.
- No bike parking in Carlmont Village District

The bicycle improvement goals were to provide dedicated bicycle space on Ralston Avenue. This could be made possible by reducing the width of the existing travel lane.

Vehicle Travel

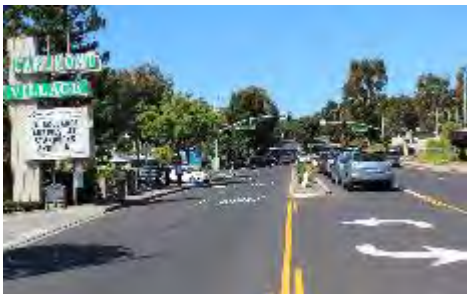
The majority of this section is served by the three-lane section (one travel lane in each direction) with a center turn lane). However, several intersections would benefit from traffic control improvements. The all-way stop-controlled intersection at South Road causes significant queuing. Left-turn access out of the University Entrance and the northbound traffic on Chula Vista Drive both experience excessive delays. Traffic control options have been developed to address these issues.



Bike lane ends just west of South Road.



The bike lane network is incomplete.



The lane merge east of Alameda De Las Pulgas is challenging for bicyclists.

6.1.3 Preferred Conceptual Improvements

Pedestrian Travel Improvements

The pedestrian travel improvements along this corridor focus on providing improved crossing visibility, ADA-compliant curb ramps, and sidewalk improvements. All proposed sidewalks should be a minimum of four-feet wide.

Crosswalk Improvements: The following crossings of Ralston Avenue could be upgraded to include high visibility markings:

- Ralston Avenue/South Road
- Notre Dame Avenue
- Misty Lane-Avon Street
- Alameda de las Pulgas

Ralston Avenue between South Road and Alameda de las Pulgas: In segments where sidewalks currently exist, on both sides of Ralston Avenue, there is a need for rehabilitation of the existing sidewalk. This would enhance the pavement quality and provide a uniform width for the existing sidewalk.

Ralston Avenue between South Road and Notre Dame de Namur: A continuous sidewalk is recommended on the north side of Ralston Avenue between South Road and Notre Dame de Namur University. This would require acquisition of additional right-of-way and installation of retaining walls in some locations. The City of Belmont received a One Bay Area Grant from the Metropolitan Transportation Commission. The project consists of a new four-foot wide concrete sidewalk, curb and gutter improvements between South Road and the Notre Dame de Namur University entrance on the north side of Ralston Avenue. Also, new ADA compliant ramps will be constructed near Notre Dame de Namur University. The project goal is to create a safe and continuous pedestrian access along Ralston Avenue between Notre Dame de Namur University and the downtown area, train station and bus stops.

Ralston Avenue at Chula Vista Drive: A high visibility crosswalk with a Rapid Rectangular Flashing Beacon (RRFB) is recommended at this intersection to facilitate increased pedestrian visibility and yield compliance. RRFBs have been demonstrated to significantly increase motorist yield compliance at marked crosswalks.

With the development of a roundabout at Ralston Avenue at Notre Dame de Namur University Driveway (see Vehicle Travel Improvements on page 16), it is recommended that a median refuge be provided to allow pedestrians to cross a single direction of travel at a time.

Ralston Avenue at Maywood Drive: It is recommended the existing crosswalk be upgraded to include high visibility markings with curb extensions and a new Rapid Rectangular Flashing Beacon.

Ralston Avenue at Villa Avenue: The existing pedestrian activated flashing sign lights would remain in place, but a refuge area could be created in the existing center landscaped median, allowing pedestrians to cross one leg of Ralston Avenue at a time. Additionally, the crosswalk would be modified to remove the existing bend. Extension of the center median refuge area may require either the prohibition of the southbound left-turn movement from Villa Avenue at this location, or modification of the existing median and curb ramps.



High Visibility Crosswalk



Widen and Improve Sidewalk



Curb Extension



Median Refuge

Accessibility: ADA-compliant curb ramps could be installed at the following locations to enhance access for persons with mobility impairments:

- Ralston Avenue/Notre Dame de Namur University
- Ralston Avenue/Chula Vista Drive
- Ralston Avenue/Notre Dame High School (both entrances)
- Ralston Avenue/Notre Dame Avenue
- Ralston Avenue/Avon Street
- Ralston Avenue/Maywood Drive

Wayfinding: Install enhanced way-finding signs to direct bicycles and pedestrians to the off-street park trail.

Bicycle Travel Improvements

The bicycle travel improvements along this corridor focus on providing improved continuous on-street bicycle facilities. Where recommended, it is feasible to include on-street bike lanes at a minimum of five-feet wide while maintaining a minimum 11-foot vehicle travel lanes.

Ralston Avenue between Twin Pines Park and South Road: The existing westbound bike lane ends just west of the Twin Pines Park path. This Plan recommends installation of bicycle lanes in this sub-segment.

Ralston Avenue between Notre Dame de Namur driveway and Chula Vista Drive: It is recommended a westbound bicycle lane be installed in this sub-segment.

Ralston Avenue between Chula Vista Drive and Notre Dame Avenue: In this sub-segment the parcel extends into the travel way further than in other segments. A non-standard two-way shared use path on the north side of the street serves the school but provides access challenges. It is recommended this path be replaced with a sidewalk and a bicycle lane installed on-street. With the addition of the roundabout at the driveway to Notre Dame High School, a median refuge island should be developed at Chula Vista Drive. This refuge island should include a high visibility marked crossing to provide a more comfortable way across Ralston Avenue for people traveling by foot or by bike. Median refuge islands allow users to cross a single direction of traffic at a time.

Ralston Avenue between Misty Lane and Maywood Drive: In this sub-segment the parcel extends into the travel way further than in other segments. A non-standard two-way shared use path on the north side of the street serves the school but provides access challenges. It is recommended this path be replaced with a sidewalk and a bicycle lane installed on-street.

Ralston Avenue between Academy Avenue and Alameda de las Pulgas: It is recommend that a westbound bicycle lane be installed between Villa Avenue and Alameda de Las Pulgas. Bike lanes for east bound travel cannot be accommodated in this sub-segment so instead it is recommended that Shared Lane Markings be installed.

Vehicle Travel Improvements

Ralston Avenue at Notre Dame de Namur University Driveway: A modern roundabout is proposed for the intersection of Ralston Avenue/Notre Dame de Namur University Driveway. Currently, the intersection is stop-controlled on the southbound Notre Dame de Namur University Driveway approach, and is uncontrolled on the Ralston Avenue approaches.

A single-lane modern roundabout is recommended for installation at this location. In general, installation of the roundabout would reduce delay for vehicles entering and exiting the university driveway, but would increase overall intersection delay as vehicles on Ralston Avenue would slow down as they enter and pass through the roundabout. Thus, installation of a modern roundabout at this intersection would provide traffic calming benefits along Ralston



Bike Lanes



Enhanced Crossing

Avenue by moderating travel speeds. Additionally, a roundabout could serve as a public art or gateway element along Ralston Avenue. In the near-term, installation of a modern roundabout would result in LOS B or C operations under existing traffic volumes. Under projected future traffic the roundabout would operate at LOS F. As noted previously, however, these projections may be overestimating traffic on Ralston Avenue leading to a worse level of service. Installation of this roundabout would result in the need for additional right-of-way.

Installation of a modern roundabout would have a secondary benefit at the intersection of Ralston Avenue/Chula Vista Drive. It was noted during the community outreach efforts for this corridor study that drivers find it difficult to make a left turn from northbound Chula Vista Drive onto westbound Ralston Avenue during peak traffic periods. The addition of a roundabout facility will help to alleviate this situation by providing residents with multiple options to turn left onto Ralston Avenue—at the current location or at the roundabout.

Design of the roundabout will need to consider its exact location and layout, alternatives such as a traffic signal or other traffic control, and the potential effects on the Notre Dame campus (including the internal circulation and access to Notre Dame Elementary School, parking on the Notre Dame campus, and building locations near the roundabout footprint). The roundabout would serve multiple purposes and is a key portion of the recommended integrated elements between South Road and Chula Vista Drive. If a roundabout is not constructed then other elements of the Ralston Avenue Corridor Study and Improvements Plan may need to be re-considered (i.e. traffic control changes at South Road, at the University driveway and at Chula Vista Drive, roadway striping, traffic calming and speed control, and pedestrian and bicycle gap closure projects on Ralston Avenue).

Ralston Avenue at Chula Vista Drive: As a future option, northbound left-turns from Chula Vista Drive could be restricted if it is determined that the roundabout at the Notre Dame de Namur University driveway is working as intended and motorists are using the roundabout as a means to access westbound Ralston Avenue from northbound Chula Vista Drive.

Ralston Avenue at Notre Dame Avenue: Traffic signal control is recommended for the intersection of Ralston Avenue/Notre Dame Avenue. The existing turn lanes would remain in place and there would be no need for widening. However, as with the University Entrance, minor right-of-way acquisition may be necessary for placement of traffic signal equipment in order to maintain minimum sidewalk clearance width. It is expected that the overall average intersection delay would increase slightly over current conditions. However, the delay experienced by drivers on the southbound Notre Dame Avenue approach would decrease significantly.

Ralston Avenue between Alameda de las Pulgas and Academy Avenue: The goal is to maintain vehicle capacity east of Alameda De Las Pulgas. In conjunction with the pedestrian and bicycle improvements between Alameda de Las Pulgas and Villa Avenue, vehicle capacity and queuing for the traffic signal will be maintained. Eastbound Ralston Avenue will consist of the two through lanes with the curb lane as merge lane. This curb lane would continue to provide access to the Carlmont Center driveway, after which it narrows to one eastbound lane. Left-turn access onto Villa Lane would be maintained from the center lane. Four on-street parking spaces on Ralston Avenue would be removed, east of the Villa Avenue crosswalk in order to initiate the bike lane and create a safer crossing condition for pedestrians. Westbound Ralston Avenue would remain one lane as it approaches Villa Avenue, then open to two lanes on its approach to Alameda de las Pulgas. Because of a desire to enhance the safety of the crosswalk, the existing median will be expanded to the west side of the crosswalk which would then prohibit the left-turn from Ralston Avenue to Carlmont Center. This movement could still be made into the Carlmont Center driveway between Villa Avenue and Academy Avenue where there more left-turn queuing space available.

The PASS program: Will provide updated traffic signal timing plans along Ralston Avenue at Alameda de las Pulgas.

6.1.4 Consequences of Preferred Improvements

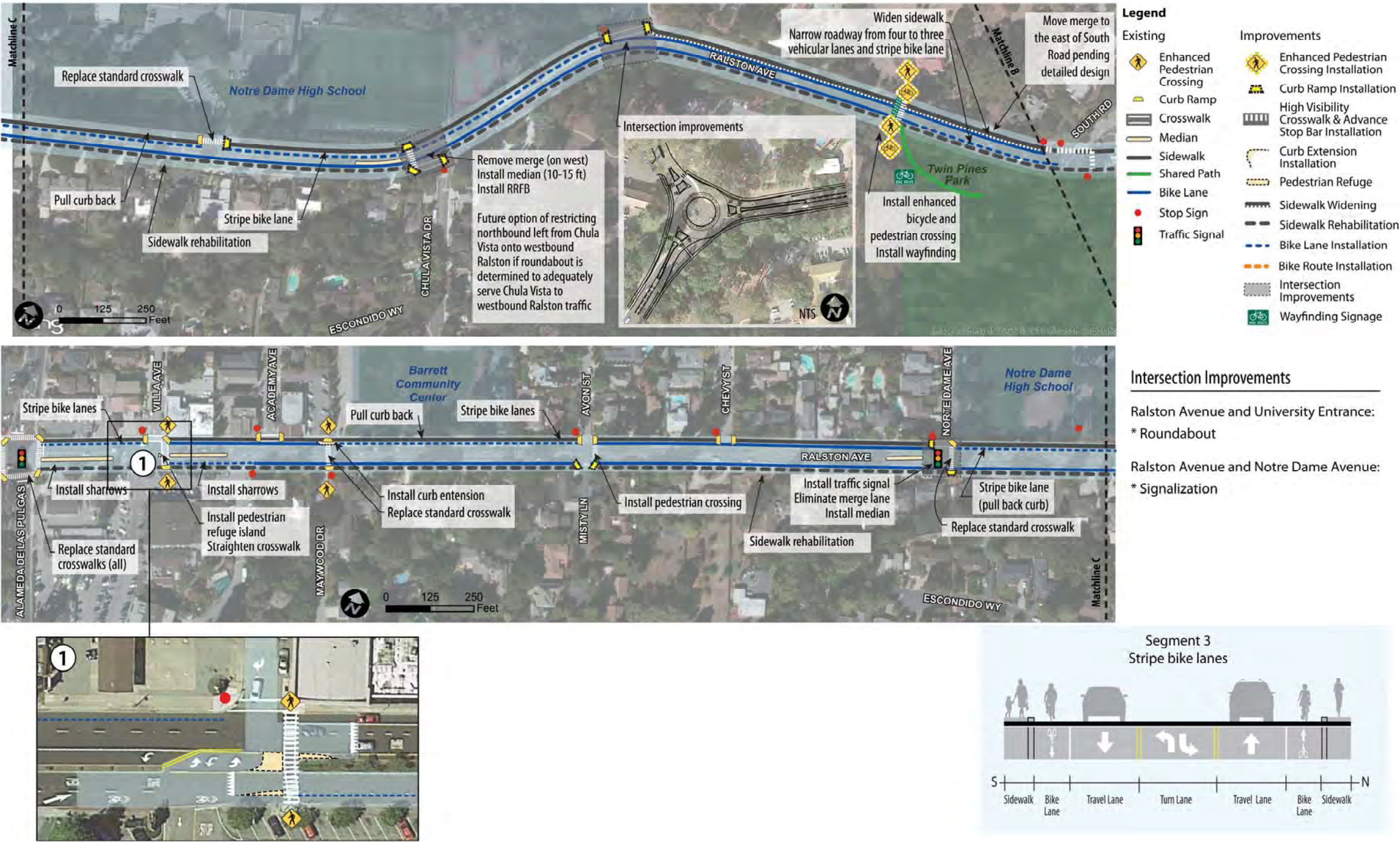
The recommended improvements in this segment would have a number of consequences.

In general, both pedestrian and bicycle travel would be improved and there would be no negative impact on connectivity or travel time.

It is expected a number of the vehicle improvements, including the new traffic signals and modern roundabout, would decrease travel speed and time. However, impacts to overall average delay are expected to be minimal. A number of improvements may require right-of-way acquisition.

See Table 6-1for further details.

6.2 Segment 3: South Road to Alameda de las Pulgas Conceptual Improvement Map



6.3 Benefits and Consequences

Each improvement has been weighed based upon its impact to each mode and the benefits and consequences of implementation.

Table 6-1: Segment 3 Benefits and Consequences

Improvement	Auto	Bike	Pedestrian	Transit	ROW	Benefits	Consequences
Convert Notre Dame de Namur University Driveway to be controlled with a modern roundabout	-	+	o	-	-	<ul style="list-style-type: none">Improves bicycle connectivityPedestrians may feel more comfortable crossing at a roundabout compared to the existing configurationTraffic calmingImproved access to the UniversityPotential for community art or a gateway element within the roundabout	<ul style="list-style-type: none">Decreased travel speeds and increased intersection vehicular delayRequires additional right of wayPotential for future increases in delay and queuingTransit vehicles would be affected by any increase in vehicle delay and travel timePotential changes to Notre Dame internal roadway circulation
Convert Notre Dame Ave to be controlled with a traffic signal	o	+	+	o	o	<ul style="list-style-type: none">Limited or no need for additional right-of-wayPedestrians would benefit from a controlled crossing of Ralston Ave at this locationReduced delay for motorist exiting the neighborhood	<ul style="list-style-type: none">No physical improvements for pedestrian connectivityDecreased travel speeds and increased intersection vehicular delay on Ralston AveTransit vehicles would be affected by any increase in vehicle delay and travel time
Install high visibility crosswalks at the Ralston Ave crossing at: <ul style="list-style-type: none">South RdNotre Dame AveMisty Lane-Avon StAlameda de las Pulgas	o	o	+	o	o	<ul style="list-style-type: none">Increases pedestrian crossing visibilityNegligible impact on vehicular traffic	
Sidewalk Gap Closure and Rehabilitation	o	+	+	+	-	<ul style="list-style-type: none">Improves pedestrian connectivityNo impact on vehicle trafficImproves pedestrian connections to transit	Requires right of way acquisition for gap closure elements
Install high visibility crosswalk and curb extensions at Ralston	o	o	+	+	o	<ul style="list-style-type: none">Improves pedestrian connectivityMinimal impact on vehicle traffic	None

Improvement	Auto	Bike	Pedestrian	Transit	ROW	Benefits	Consequences
Ave/Maywood Dr, retain the existing pedestrian activated flashing lights						<ul style="list-style-type: none">Improves pedestrian connections to transit	
Enhance crosswalk at Ralston Ave/Villa Lane including a center median refuge island	-	o	+	+	-	<ul style="list-style-type: none">Improves pedestrian connectivityNo impact on vehicle traffic	Restricts left turns into shopping center
Install ADA-compliant curb ramps at: <ul style="list-style-type: none">Ralston Ave/Notre Dame de Namur UniversityRalston Ave/Chula Vista DrRalston Ave/Notre Dame High School (both entrances)Ralston Ave/Notre Dame AveRalston Ave/Avon StRalston Ave/Maywood Dr	o	o	+	+	o	Provide enhanced access for persons with mobility impairments	None
Expand median for crosswalk at Villa Avenue, modify left-turn access and prohibit 4 on-street parking spaces, east of crosswalk on south side.	o	+	+	+	o	<ul style="list-style-type: none">Improved pedestrian safety conditions at Villa Avenue crossingImproves bicycle connectivityDecreases vehicle conflicts	<ul style="list-style-type: none">Loss of multiple left-turn access points into Carlmont Center (however, one maintained)Loss of 4 on-street parking spaces on the south side of Ralston Avenue
MTC OBAG Grant for sidewalk improvements between South Road and Notre Dame de Namur University	o	o	+	o	o	<ul style="list-style-type: none">Provides safe and continuous pedestrian access along Ralston Avenue between Notre Dame de Namur University and the downtown area.	None
PASS Program Traffic Signal Timing Plans at Ralston Avenue and Alameda de las Pulgas	+	+	+	+	o	<ul style="list-style-type: none">Improves air quality, travel time reliability, and safety for all users	None

Note: + indicates a positive impact; - indicates a negative impact, o indicates no impact

6.4 Summary of Costs

It is estimated that implementation Segment 3 improvements would cost approximately \$4,988,550.

Significant costs in this segment include the modern roundabout, traffic signal and bike lane installation where the curb needs to be moved back. Cost estimates for right-of-way acquisition are not included in this cost estimate.

Table 6-2: Estimated Segment 3 Summary of Costs

Improvement Type	Cost Estimates
Pedestrian Crossing Improvement	\$143,300
Sidewalk Improvements	\$1,050,200
Bikeway Improvements	\$170,200
Signage and Wayfinding	\$2,000
Vehicle Access Improvements	\$1,960,000
Sub-Total	\$3,101,400
Design	\$831,425
Contingency	\$831,425
Total	\$4,988,550

7. Segment 4: Alameda de las Pulgas to SR 92

7.1 Background, Challenges, Recommended Improvements

7.1.1 Background

This westernmost segment of Ralston Avenue in the City of Belmont is between Alameda de las Pulgas and SR 92. This segment has the most profound elevation change of any of the analysis segments, with a steep uphill grade in the westbound direction. Currently this segment of Ralston Avenue is configured with two lanes in each direction plus a center turn lane.

Land Use and Connectivity

While this area is primarily residential and hilly, there are a number of attractors both along and off the corridor including:

- Fox Elementary School
- Ralston Middle School
- Cipriani Elementary School
- Immaculate Heart of Mary School

Connectivity challenges are described below in greater detail.

7.1.2 Segment Challenges and Goals

Pedestrian Travel

Segment 4 has the least complete pedestrian network within the study area. Community members identified needed improvements for connectivity with Ralston Middle School and Fox Elementary School.

Pedestrian related challenges include:

- Missing sidewalks:
 - 300 feet west of Davis Drive to Lodge Drive connector path (north side)
 - 500 feet west of Pullman Avenue to Cipriani Boulevard (north side)
 - In front of Ralston Middle School parking loop (south side)
 - In front of HWY 92 Park and Ride lot (south side)
- Wide intersection with free right turn lanes at Cipriani Boulevard and no marked crossing on west leg.
- Narrow sidewalks with no buffer between traveling cars and pedestrians.
- Vegetation encroaching on narrow sidewalks.
- Missing curb ramps.



Gaps in the sidewalk network.



The Cipriani Boulevard intersection is wide with free right turn lanes and no curb ramps.



Medians in crosswalks.

- Raised medians that encroach in crosswalk area.
- Reported high vehicular speeds.
- Poor sight lines at intersecting streets require drivers to encroach in crosswalk.
- Community concern that drivers do not look for pedestrians in crosswalks.

The pedestrian improvement goals along this segment are to improve crossing visibility, improve crossing safety, and provide improved sidewalk network.

Bicycle Travel

Segment 4 has no bicycle network. Specific challenges include:

- No on-street bike lanes between:
 - Hwy 92 and 400 feet east of Cipriani Boulevard (north side).
 - 500 feet west of Pullman Avenue and Alameda De Las Pulgas (north side).
 - Hwy 92 and Alameda De Las Pulgas (south side).
- Signed bike lane on north side between Pullman Avenue and 500 feet west of Pullman Avenue. There is no bike lane, only an asphalt sidewalk that is obstructed with poles.
- Bike lane begins 500 feet west of Pullman Avenue (north side) but it is not signed or stenciled at its beginning.
- Signed bike lane at Ralston Ranch Road (south side) directs bicyclists up steep path that is not Caltrans compliant. There is no ramp to take bicyclists from on-street to the path.
- Narrow roadway and landscaped median leave no room for bicycle lanes.
- Poor pavement quality between Hwy 92 and Cipriani Boulevard.
- Pavement curves around drainage grate about 200 feet east of Christian Drive. The asphalt pavement lip may be a hazard to bicyclists.
- Reported vehicular travel speeds make the corridor uncomfortable for bicycling except for the most experience bicyclists.
- No bike parking at Ralston Middle School.

The bicycle improvement goals were to provide dedicated bicycle space either on Ralston Avenue or identify an alternative route.

Vehicle Travel

The majority of this section is served by the four-lane section (two travel lanes in each direction). However, several intersections would benefit from traffic control improvements.



Bicyclist use Segment 4 despite lack of bike lanes.



High vehicular speeds make bicycle travel uncomfortable.

7.1.3 Preferred Conceptual Improvements

Pedestrian Travel Improvements

The pedestrian travel improvements along this corridor focus on providing improved crossing visibility and sidewalk widening and separation of the sidewalk from moving vehicles. This will require minor with reductions to the landscaped median in a number of locations. However, the median will still be wide enough to provide safety and aesthetic benefits.

Ralston Avenue at Pullman Avenue: It is recommended that existing uncontrolled marked crossing be upgraded with a high-visibility crosswalk with a Rapid Rectangular Flashing Beacon (RRFB). The improved markings would increase the visibility of pedestrians crossing the street which is further improved with the RRFB that has been demonstrated to increase driver compliance at crosswalks.

Ralston Avenue between Pullman Avenue and Cipriani Boulevard: It is recommended the sidewalk on the south side be widened to better accommodate pedestrian travel.

Ralston Avenue at Cipriani Boulevard: This Plan recommends the removal of the free right turn lanes and extending the curbs to create a standard intersection. Additionally, it is recommended that a high-visibility crossing be installed on the west leg and the east leg be upgraded to a high-visibility crosswalk.

Ralston Avenue between Cipriani Boulevard and Ralston Middle School Driveway: It is recommended that a landscape strip be installed on the south side to provide a buffer between the sidewalk and the moving vehicles.

Ralston Avenue at Davis Drive: The existing raised median in the crosswalk across Ralston Avenue is recommended to be removed and replaced with a standard pedestrian refuge island. The Crystal Springs Uplands School is proposing to create a campus on the south side of Ralston Drive at Davis Drive. As part of their application, the school should consider access to their site, particularly with respect to Ralston Middle School traffic just to the west of Davis Drive. Based on a review of the historic collision history in this area, prior to the economic downturn there were several instances of eastbound rear-end collisions at the intersection of Ralston Avenue and Davis Drive. Consideration of a dedicated eastbound right turn lane should be considered as part of the Crystal Springs Uplands School analysis. Efforts should be made to coordinate with Ralston Middle School and SamTrans to develop a traffic management that best meets the needs of all users for all existing and future schools.

Ralston Avenue between Davis Drive and Tahoe Drive: The existing sidewalk on the north side of Ralston Avenue does not currently extend all the way to Tahoe Drive. It is recommended that the sidewalk be completed to provide a continuous sidewalk between Davis Drive and Tahoe Drive.

Ralston Avenue at Ralston Middle School Parking Loop: It is recommended that a sidewalk be installed on the south side of the roadway between the entrance and exit to the parking loop in order to provide continuous pedestrian



High Visibility Crosswalk



RRFB



Landscape Strip

facilities on the south side of the roadway.

Ralston Avenue at Tahoe Drive: Removal of the median from the existing crosswalk is recommended in order to ensure ADA compliance.

Ralston Avenue between Tahoe Drive and Hallmark Drive: The existing sidewalk should be moved away from the travel lanes to the fence line to provide a buffer from the moving vehicles.

Ralston Avenue at Belmont Canyon Road: It is recommended that all crosswalks at this intersection be upgraded with high-visibility crosswalks to improve visibility.

Ralston Avenue between Lassen Drive and Hallmark Drive: It is recommended that the sidewalk on the north side of Ralston Avenue be repaved and widened to a standard width.

Ralston Avenue at Hallmark Drive: It is recommended that all crosswalks at this intersection be upgraded with high-visibility crosswalks to improve visibility. Signal timing should be reconfigured for a slower crossing speed to accommodate the children crossing to Fox Elementary School.

As part of the PASS program, changes to the traffic signal timing and phasing of the Ralston/Hallmark intersection are being considered. These changes may include directing westbound Ralston Avenue traffic bound for Ralston Middle School to this intersection to make a U-turn, and the inclusion of an all-pedestrian phase to facilitate pedestrian crossings during school arrival and dismissal times. Initial analysis of the intersection indicated that there is available capacity to accommodate these change while still maintaining an acceptable traffic operation and level of service. Coordination with Ralston Middle School would be required prior to implementation of any changes to the desired arrival and departure routes.

Ralston Avenue at Christian Drive: It is recommended that all crosswalks at this intersection be upgraded with high-visibility crosswalks to improve visibility.

Curb Ramp Installation: ADA-compliant curb ramps could be installed at the following locations to enhance access for persons with mobility impairments:

- Ralston Avenue/Coronet Boulevard
- Ralston Avenue/Alley
- Ralston Avenue/Cipriani Boulevard
- Ralston Avenue/Davis Drive
- Ralston Avenue/Belmont Canyon Road (both intersections)
- Ralston Avenue/Ralston Ranch Road
- Ralston Avenue/Christian Drive
- Ralston Avenue/SR 92 Eastbound Ramps

Bicycle Travel Improvements

There are limited opportunities to provide dedicated bicycle facilities in Segment 4 of this corridor. Installation of bicycle facilities would require removal of travel lanes which would result in traffic delays that were unacceptable to the community during the community’s review of alternatives. However, a number of improvements have been identified.

Ralston Avenue at Cipriani Boulevard: Bicycle detection should be added to the traffic signal control at this intersection.

Ralston Avenue at Belmont Canyon Road: Bicycle detection and enhanced way-finding signs at the eastern end of Belmont Canyon Road should be installed. The bicycle detection will facilitate safer bicyclist movement through the intersection and the wayfinding signs will direct westbound bicyclists to the recommended bike route. The community identified route includes travel through the neighborhood to the north and includes travel on Belmont Canyon Road. Consideration for this route should be given in the City’s upcoming Bicycle Master Plan.

Ralston Avenue between Ralston Ranch Road and Hallmark Drive: It is recommended installation of enhanced community/bicycle way-finding signs to direct users to the pathway on the south side of the roadway.

Ralston Avenue at Ralston Ranch Road: It is recommended that the channelization islands be relocated a few feet to the north to allow for uniform bicycle travel lanes in the westbound direction.

Ralston Avenue at SR 92 Ramps: Green bike lanes are recommended at the SR 92 ramps to delineate the bicycle travel path and alter drivers to expect bicyclists.

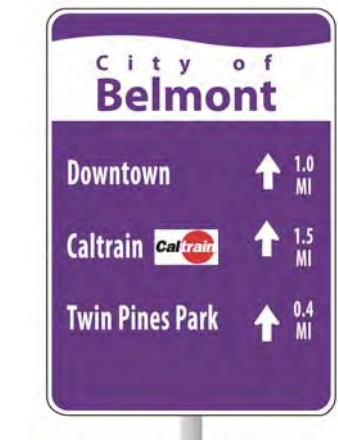
Vehicle Travel Improvements

Ralston Avenue at Cipriani Boulevard: This Plan recommends extension of the eastbound left-turn lane on Ralston Avenue to allow for more stacking of vehicles turning left onto Cipriani Boulevard. This will reduce the occurrences of vehicles spilling over from the left-turn lane into the through lanes on Ralston Avenue. The extension will require a modification of the median to extend the eastbound left-turn pocket.

Ralston Avenue at Tahoe Drive: The intersection of Ralston Avenue/Tahoe Drive could be modified to include a traffic signal. This would alleviate the current delay drivers experience while trying to turn northbound from Tahoe Drive onto Ralston Avenue. Installation of the traffic signal would be expected to cost approximately \$350,000.

The operation and performance of the signalized Tahoe Drive intersection would depend on the number of lanes and their configuration on each approach to the intersection. These assumptions were included in the segment travel time data previously presented.

Ralston Avenue at Ralston Middle School Access: If the intersection of Ralston Avenue/Tahoe Drive were signalized, access to the adjacent Ralston Middle School could also be modified. Currently, drivers waiting to complete a



*Wayfinding
(Example only, actual design to be determined)*

westbound left-turn movement from Ralston Avenue into the school parking lot cause delays on Ralston Avenue during the school drop-off and pick-up periods. A possible modification would be to prohibit this left-turn movement, and instead direct drivers to complete a U-turn movement at the Ralston Avenue/Tahoe Drive intersection with the benefit of the traffic signal, then enter the school parking lot by completing an eastbound right-turn movement. This modification would likely result in an increase in delay at the Ralston Avenue/Tahoe Drive intersection, but reduce overall delay at the school drive and on Ralston Avenue.

Implementation of these modifications would be limited based the need for Ralston Avenue to be wide enough to accommodate the turning radius necessary to complete a U-turn movement at the intersection. Therefore, it is expected that this alternative would only be feasible if the existing road geometry is retained. Furthermore, implementation of these modifications would require coordination with the school district and SamTrans to ensure that service vehicles and buses could adequately enter the school parking lot.

The PASS program: Will provide updated traffic signal timing plans along Ralston Avenue at Cipriani Boulevard, Belmont Canyon Road, Davis Drive, Hallmark Drive, and Christian Drive.

7.1.4 Consequences of Preferred Improvements

The recommended improvements in this segment would have a number of consequences.

In general, pedestrian related improvements would increase pedestrian comfort and visibility however many crossings will remain unprotected.

There are limited opportunities to provide dedicated bicycle facilities in Segment 4 of this corridor and as a result, bicyclists will not have dedicated facilities in this segment. While there are alternative routes, they may be an overall longer route; therefore some bicyclists may choose to continue riding on Ralston.

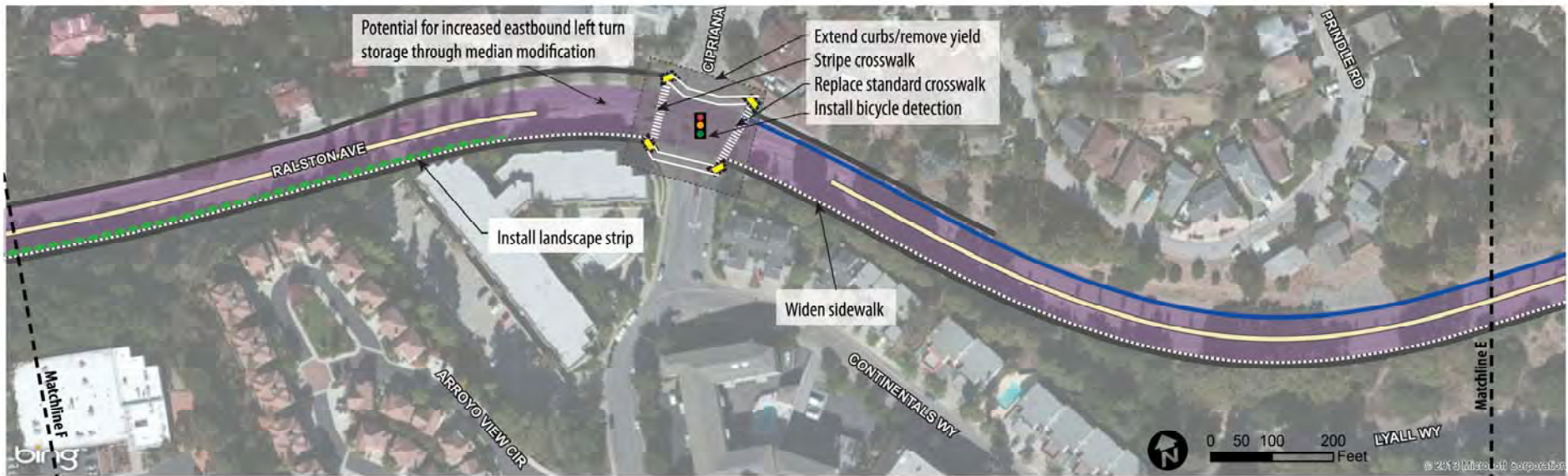
It is expected a number of the vehicle improvements, including the new traffic signals, would increase delay and travel time. However, impacts to overall average delay are expected to be minimal. A number of improvements may require right-of-way acquisition.

See Table 7-1 for further details.

7.2 Segment 4: Alameda de las Pulgas to SR 92 Conceptual Improvement Map (1 of 3)



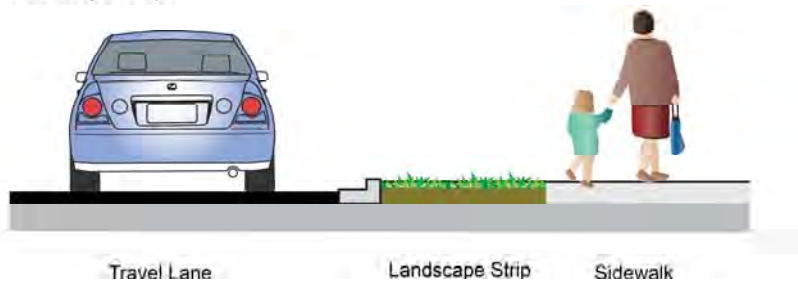
Legend	
Existing	Improvements
Curb Ramp	Enhanced Pedestrian Crossing Installation
Crosswalk	Curb Ramp Installation
Median	High Visibility Crosswalk & Advance Stop Bar Installation
Sidewalk	Landscape Strip Installation
Shared Path	Sidewalk Widening
Bike Lane	Bike Lane Installation
Stop Sign	Intersection Improvements
Traffic Signal	



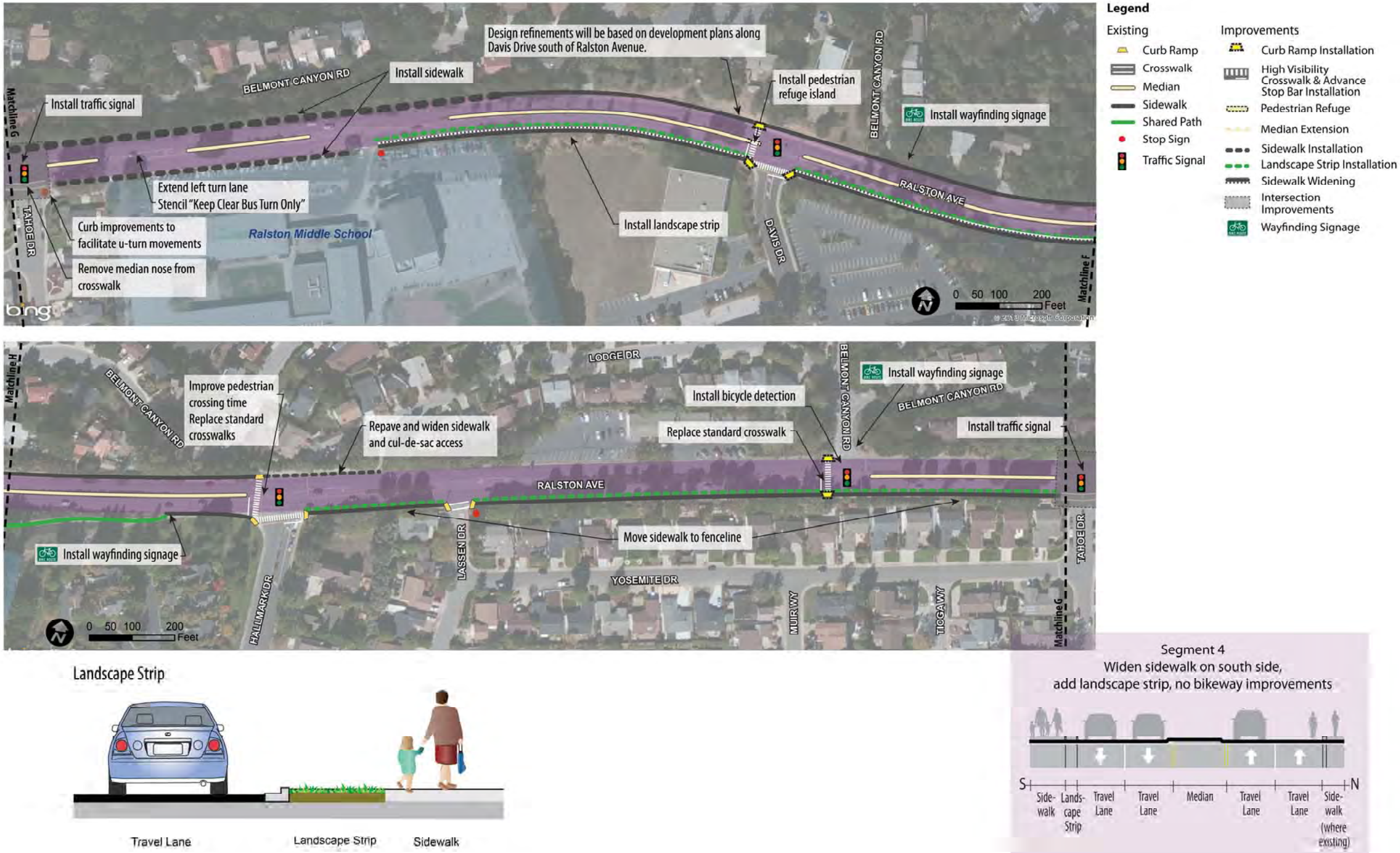
Intersection Improvements

Ralston Avenue and Cipriani Boulevard:
* Close free right turns

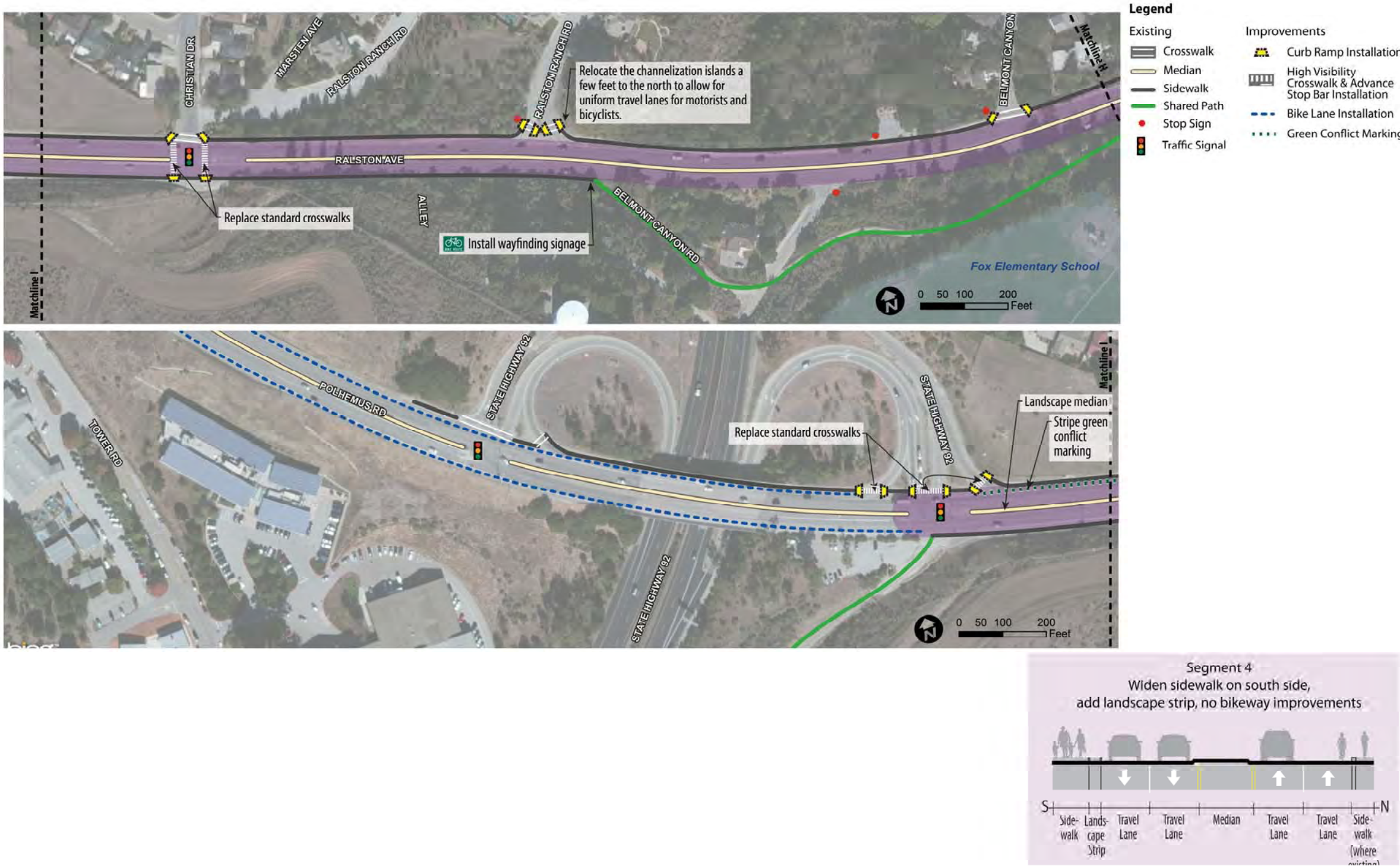
Landscape Strip



7.3 Segment 4: Alameda de las Pulgas to SR 92 Conceptual Improvement Map (2 of 3)



7.4 Segment 4: Alameda de las Pulgas to SR 92 Conceptual Improvement Map (3 of 3)



7.5 Benefits and Consequences

Each improvement has been weighed based upon its impact to each mode and the benefits and consequences of implementation.

Table 7-1: Segment 4 Benefits and Consequences

Improvement						Benefits	Consequences
	Auto	Bike	Pedestrian	Transit	ROW		
Install continuous sidewalks along Ralston Ave.	o	o	+	o	-	<ul style="list-style-type: none">Continuous pedestrian facilities increasing connectivityImproved pedestrian connections to transitNo impact to vehicle traffic	<ul style="list-style-type: none">No improved bicycle facilityBicyclists may not feel comfortable riding in a vehicle laneRequires additional right of way for sidewalk installation
Install Traffic Signal at Ralston Ave/Tahoe Dr. Extend median on the eastern leg to force all Westbound turns into Ralston Middle School as U-turn movements at new Tahoe Dr traffic signal. SamTrans will be excepted from this turn restriction	+	o	+	+	-	<ul style="list-style-type: none">Reduces delay turning to/from Tahoe DrProvide for protected pedestrian crossingImproves pedestrian connectivity to transitWould likely need little or no right of wayRemoves the uncontrolled left-turn movement at the Ralston Middle School	<ul style="list-style-type: none">Increases overall intersection delay and travel timeTransit vehicles would be affected by any increase in vehicle delay and travel timeMiddle School turn restrictions would increase turning traffic at Tahoe Drive
Ralston Ave/Pullman Ave-Lyall Way – install upgraded crosswalk and pedestrian activity warning lights	o	o	+	+	-	<ul style="list-style-type: none">Increased visibility of pedestrian crossingImproves pedestrian connectivity to transitWould likely need little or no right of way	Pedestrian crossing would remain unprotected
Remove southbound yield controlled right-turn movements at Ralston Ave/Cipriani Blvd	-	+	+	o	o	<ul style="list-style-type: none">Eliminates need for pedestrians to cross a yield controlled movementImproves pedestrian connectivity to transit	Increases delay for southbound turning vehicles on Cipriani and vehicles queued behind them.
Ralston Ave/Cipriani Blvd – add bike detection and extend eastbound left turn pocket on Ralston Ave	+	+	o	o	o	<ul style="list-style-type: none">Reduces back-ups for eastbound left turns and spillover into through lanes on Ralston AveImproves bicycle safety and mobility	Requires median modification for left-turn pocket extension

Improvement						Benefits	Consequences
	Auto	Bike	Pedestrian	Transit	ROW		
Ralston Ave/Belmont Canyon Rd – install wayfinding, bike detection, and high-visibility crosswalks	o	+	+	o	o	<ul style="list-style-type: none">Improves bicycle and pedestrian safety and mobilityWould need no additional right of way	
Ralston Ave/Davis Dr – install upgraded crosswalk, and refuge island	o	o	+	o	o	<ul style="list-style-type: none">Increased visibility of pedestrian crossingImproves pedestrian connectivity to Ralston Middle SchoolImproves pedestrian connectivity to transitWould likely need little or no right of way	
Ralston Ave between Lassen Dr and Hallmark Dr – repave sidewalk on the north side of Ralston Ave and widen to a standard width.	o	o	+	o	o	<ul style="list-style-type: none">Improves bicycle safety and mobilityWould need no additional right of way	
Ralston Ave/Ralston Ranch Rd– move channelization islands to the north	o	+	+	o	o	<ul style="list-style-type: none">Improves bicycle path by removing obstaclesWould need no additional right of way	
Upgrade the following sections to have ADA-compliant curb ramps: <ul style="list-style-type: none">Ralston Ave/Coronet BlvdRalston Ave/AlleyRalston Ave/Cipriani BlvdRalston Ave/Davis DrRalston Ave/Belmont Canyon Rd (both intersections)Ralston Ave/Ralston Ranch RdRalston Ave/Christian DrRalston Ave/SR 92 EB Ramps	o	o	+	o	o	<ul style="list-style-type: none">Provide enhanced access for persons with mobility impairments	
PASS Program Traffic Signal Timing Plans on Ralston Avenue at Cipriani Boulevard, Belmont Canyon Road, Davis Drive, Hallmark Drive, and Christian Drive	+	+	+	+	o	Improves air quality, travel time reliability, and safety for all users	None

Note: + indicates a positive impact; - indicates a negative impact, o indicates no impact

7.6 Summary of Costs

It is estimated that implementation Segment 4 improvements would cost approximately \$2,615,700

Significant costs in this segment include the traffic signals and installation of the landscape strip adjacent to the sidewalk on the corridor’s south side. Cost estimates for right-of-way acquisition are not included in this cost estimate.

Table 7-2: Estimated Segment 4 Summary of Costs

Improvement Type	Cost Estimates
Pedestrian Crossing Improvement	\$122,300
Sidewalk Improvements	\$1,132,200
Bikeway Improvements	\$59,800
Signage and Wayfinding	\$4,500
Vehicle Access Improvements	\$425,000
Sub-Total	\$1,745,500
Design	\$435,950
Contingency	\$435,950
Total	\$2,615,700

Appendix A: Methodologies

Analysis Methodologies

Implementation of some of the proposed roadway alternatives or improvement measures is expected to impact vehicle operations. Where this occurs, the following methodologies were used to evaluate impacts. Intersections that may be modified were evaluated using average delay and level of service (LOS) as analysis metrics. Signalized and stop-controlled study intersections were analyzed using methodologies published in the *Highway Capacity Manual* (HCM), Transportation Research Board, 2000. This source contains methodologies for various types of intersection control, all of which are related to a measurement of delay in average number of seconds per vehicle. Operations of these intersections were calculated using the Synchro analysis software.

Intersections that are proposed to be controlled by a modern roundabout were analyzed using methodologies published in the 2010 update of the HCM, including average delay and LOS. Roundabout operations were calculated using the Sidra analysis software. Where the roadway cross-section may be modified, corridor travel time was used as the analysis metric. The travel times were estimated using the Synchro analysis software, based on equations presented in the HCM.

Cost Estimation

Conceptual costs of the potential alternatives and improvements were developed to estimate construction costs. The cost of construction of potential alternatives and improvements were developed based on individual unit costs of various items such as signs and curb ramps from recent public construction projects in the region. While recent construction costs were used as a basis for creating cost estimations, it is important to note that the estimations presented in this report are intended to be broad, planning level estimations. Design, traffic control, mobilization, erosion control, and contingencies were estimated based on a percentage of construction costs. Costs associated with right-of-way acquisition and environmental review were not taken into consideration because of the highly unpredictable nature of these costs.

It is important to note that unit costs for larger projects are typically lower than similar smaller projects because there are cost efficiencies associated with larger projects. As there are a number of possible combinations of improvements, it was assumed for cost estimation purposes that smaller improvements would be grouped together into larger projects to take advantage of cost savings as a result of the larger project size. Therefore, if smaller improvements were to be completed separately, costs associated with each improvement would be expected to be greater than estimated in this report.

Future Traffic Volumes

Future traffic forecasts for the horizon year of 2035 were obtained from the San Mateo Countywide gravity demand model, which is maintained by the City/County Association of Governments of San Mateo County (C/CAG). The C/CAG model is built off of a Bay Area regional model developed by the Santa Clara Valley Transportation Authority (VTA). The details of this model along with the method for translating regional model growth into local intersection turning movement volumes were outlined in the *Ralston Avenue Corridor Study – Issues and Analysis Report*.

Through the process of developing alternatives for the Ralston Avenue corridor, several constraints for using model data were identified that should be considered when comparing alternatives:

- The model was developed assuming that the existing configuration of Ralston Avenue would remain unchanged under future conditions; therefore the roadway capacity would also remain unchanged. However, if any modifications are made to reduce the capacity of Ralston Avenue (such as a road diet), it would also decrease the potential for future traffic growth along the road. Therefore, it is likely that growth in regional traffic along Ralston Avenue would be limited and would be distributed elsewhere. Because of this, it is expected that the majority of growth in traffic along Ralston Avenue would be limited to local sources. Since areas surrounding Ralston Avenue are generally built out, the potential for growth in local-serving traffic is minimal in comparison to regional traffic growth.
- The model is calibrated on a large-scale regional basis and may not take into account some of the local travel characteristics experienced on Ralston Avenue.

Based on this, it is recognized that the traffic volumes developed for future conditions may be an overestimation of future growth.

Appendix B: Frequently Asked Questions

During the course of the Ralston Avenue Corridor Study, certain questions came up more often than others, whether from stakeholders, at community workshops, from elected officials, on the project website, or elsewhere. The questions below are not intended to represent the entirety of questions posed, but rather provide answers to the more frequently asked questions.

Did the Plan consider continuous bicycle lanes along the entire length of Ralston Avenue?

The Ralston Avenue Corridor Study evaluated alternatives that included bicycle lanes along all segments of the roadway. It was found that installation of bicycle lanes on Ralston Avenue west of Alameda de las Pulgas would require removal of at least one travel lane. The benefits and consequences of each alternative were presented in a working paper as well as in a Community Workshop. Removal of one or more travel lanes would result in increased travel time, congestion and delay. Also, geometric and topographic constraints would make it very difficult to modify the center median in order to add bicycle lanes. The overwhelming community feedback indicated a general lack of support for removal of any travel lanes west of Alameda de las Pulgas. Therefore, the recommended Ralston Avenue Corridor Study and Improvements Plan includes enhanced signage directing bicyclists to alternative routes such as Belmont Canyon Road, which is currently used as an alternative to Ralston Avenue.

What safety elements are included in the Ralston Avenue Corridor Study?

The Ralston Avenue Corridor Study and Improvements Plan recommended several safety improvements. One of the primary focus areas of the Plan is on school access safety, particularly near the elementary schools and Ralston Middle School. Much of the emphasis in the Plan was placed on improving pedestrian and bicycle crossings on Ralston Avenue. The Plan includes several traffic calming elements that address speed and safety, including traffic signals, a roundabout, pedestrian hybrid beacon (HAWK) signals, crosswalks, and pedestrian and bicycle path gap closure recommendations.

Isn't much of the traffic on Ralston coming from outside Belmont?

A common perception is that a large source of congestion on Ralston Avenue is from drivers traveling through the City between SR 92 and US 101, without stopping within the City of Belmont. An origin-destination survey was conducted to determine the portion of vehicular traffic passing through Belmont compared to local community traffic. This was done by setting up bluetooth readers at four locations along the corridor between SR 92 and US 101. It was determined that during the morning peak period approximately 5.5 percent of westbound traffic surveyed traveled through the Ralston Avenue corridor without stopping in Belmont, increasing to 8.7 percent of traffic during the p.m. peak period. In the eastbound direction, it was found that approximately 9.2 percent of traffic during the a.m. peak period and 7.1 percent of traffic during the p.m. peak period passed through the City of Belmont on Ralston Avenue without stopping.

Can speed limits be lowered on Ralston Avenue?

It has been asked if the speed limit can be lowered in an effort to increase safety. Under current State law, it is difficult to reduce speed limits on many streets. Cities are obliged to perform speed surveys (every five years) and adjust speed limits to reflect the "85th percentile speed" or the speed that 85% of drivers are traveling. This requirement is based on the assumption that most drivers travel at the "design speed" of a particular road, and to prevent cities from setting "speed traps" and issuing citations by setting speed limits that are lower than necessary.

Lowering speeds when it is not justified through engineering measures specified in the California Vehicle Code (CVC) may lead to unintended consequences. These include a wider range of driver speeds, which in turn could lead to a higher collision potential. If the lowered speed limits are not strictly enforced, and if it is comfortable for the driver to exceed the speed limit, it may convey the message to drivers that exceeding a speed limit is acceptable. Also, if the speed limit does not comply with CVC requirements, enforcement of the speed limit would be restricted.

In 2009, the State of California made it more difficult for cities to lower speed limits. City traffic engineers can authorize a reduction in the speed limit on a particular street if there is a study that documents how the reduction was required to

address factors that are not "readily apparent" to drivers. For example, if the 85th percentile speed is measured to be 37 mph, the speed limit can only be reduced to 35 mph unless a study shows specific "objective factors" indicating a need to reduce it by another 5 mph, in this case to 30 mph. "Objective factors" typically means a history of collisions, although pedestrian and bicyclist safety are explicitly noted as considerations. In addition, consideration would also be given to the volume of traffic and physical characteristics of the roadway. Lower speeds will increase travel time and extend queues, affecting the operation of the roadway and side streets accessing Ralston Avenue.

What are the key features of the proposed Roundabout at the NDNU Entrance?

A roundabout at the NDNU entrance will provide a mechanism for traffic calming and speed moderation. In addition to being a gateway feature, it will improve access to the school and facilitate U-turn movements, bicycle connectivity, and pedestrian safety. There may be slight increases in delay to traffic on Ralston Avenue as traffic slows down to maneuver through the roundabout. The roundabout will likely require additional right of way, and consideration of NDNU building footprints and internal circulation, as well as access to Notre Dame Elementary School will need to be part of the design. The roundabout is also a key element of the integrated recommendations on Ralston Avenue between South Road and Chula Vista Drive.

Is Masonic Way a candidate for a Bicycle Boulevard?

Masonic Way currently has Class II bicycle lanes. The shared parking/bike lane is currently substandard, with poor pavement quality and 11-foot travel lanes. There have been concerns expressed about door-zone conflicts. If converted to a Bicycle Boulevard, the Class II bicycle lanes would be removed and sharrows would be installed. Eight-foot parking lanes would remain along with a 15-16-foot shared vehicle-bicycle lane. The centerline stripe would be removed, and traffic calming elements would be considered for implementation. Also, the intersection control devices would be need to be re-evaluated to determine if modifications to them would be beneficial for implementation of a Bicycle Boulevard. Overall, however, Masonic Way could be a candidate for a Bicycle Boulevard, and this option is noted in the recommended Plan.

What are the traffic signal and intersection design criteria and parameters?

There are five unsignalized intersections identified within the study area which may require upgrades such as traffic signals, in pavement flashing crosswalks, flashing beacons, geometric modifications and/or other traffic control devices.

These intersections are:

- Ralston Ave/Tahoe Dr
- Ralston Ave/Notre Dame Dr
- Ralston Ave/Chula Vista Dr
- Ralston Ave/Notre Dame University Rd
- Ralston Ave/South Rd

With the exception of Ralston Avenue/Tahoe Drive and Ralston Avenue/Notre Dame University Road, all intersections have pedestrian crosswalks across Ralston Avenue. Four of these unsignalized intersections are located between the signalized intersections at Alameda de las Pulgas and Sixth Avenue, a distance of 3,900 feet without a controlled crossing.

A traffic signal warrant analysis was performed for each intersection to determine if a traffic signal would be warranted. The 2012 *California Manual on Uniform Traffic Control Devices* (CA MUTCD) establishes nine warrants to determine potential need for intersection signalization:

1. Eight-Hour Vehicular Volume
2. Four-Hour Vehicular Volume
3. Peak Hour

- 4. Pedestrian Volume
- 5. School Crossing
- 6. Coordinated Signal System
- 7. Crash Experience
- 8. Roadway Network
- 9. Intersection Near a Grade Crossing

For planning purposes, the Peak Hour Volume Warrant (Warrant Number 3) was used to evaluate potential need for signalization. Vehicular volumes at all five of these intersections currently satisfy the peak hour volume traffic signal warrant. It should be noted that, as stated in the CA MUTCD, the “satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal.” Prior to installing a signal “adequate trial of other alternatives that could cause less delay and inconvenience to traffic” should be implemented and observed.

Decisions regarding traffic signal installation should consider the safety for motorists, pedestrians, and bicyclists, the overall traffic flow in the area, and other traffic operations as meaningful guides when developing intersection treatment recommendations. There are instances where a peak hour traffic signal warrant is satisfied when a low volume of side street traffic faces delays when accessing the major street, but the intersection overall operates in a safe and efficient manner. There are also situations where the side street delay is encountered only for a short or concentrated period of time each day (such as near a school). In such cases the city may consider other means of traffic control that address the situation without creating unintended consequences during other times, which might occur from signalization. As is the case with the setting of speed limits, consideration should also be given to the volume of traffic and physical characteristics of the roadway, sight distances, the effects on travel time and queues, and how the change in traffic control would potentially affect the operation of the roadway and side streets accessing Ralston Avenue.

Because of these instances where traffic signal warrants may be satisfied, but other traffic improvements would provide equal or better operations, the satisfaction of a peak hour traffic signal warrant alone along the Ralston Avenue corridor should not necessarily be considered to require installation of a traffic signal under the City’s Transportation Impact Analysis. Rather, as development projects are evaluated in Belmont, either along the Corridor or projects that contribute traffic volumes to the corridor, any determination the City makes regarding the appropriate traffic mitigation measures (i.e. a change from an unsignalized intersection to a signalized intersection) or other roadway improvements should be consistent with the Ralston Avenue Corridor Study and Improvements Plan. This will allow the City the flexibility to prescribe as mitigation measures those controls that are consistent with the Ralston Avenue Corridor Study and Improvements Plan and that are necessary for the operational improvement and the community character along the Corridor.

Appendix C: Planning for Implementation and Funding

To realize the goals of the Ralston Avenue Corridor Study and Improvements Plan, an implementation approach should be developed that translates the conceptual vision into meaningful change over the short, mid and long-term. Because much of the vision is centered on the functional design elements of the roadway itself, the implementation will inherently focus on cost considerations, funding strategies, and agency coordination.

Planning Level Costs

An understanding of preliminary construction costs is key for effective implementation. Without this understanding, funding prioritization and the allocation of limited city resources is impractical to evaluate. As such, Chapter 2 of this Plan presents a summary of the preliminary opinion of probable construction costs for the proposed improvements based on the conceptual designs generated in the Ralston Avenue Corridor Study and Improvements Plan. These cost estimates assume that sufficient ROW generally exists along the corridor in order to construct the identified improvements. Refinements to design options through a design phase may also influence cost estimates. However, with the known conceptual cross-sections in place, the opinions of probable construction costs described in Chapter 2 provide a general expectation of the costs for construction of the improvements.

What Are Possible Funding Sources For The Ralston Avenue Corridor Study and Improvements Plan?

In today’s funding realities, a combination of funding resources will be needed for the implementation of the corridor improvements. For some projects, development fees could generate funding and leverage City dollars for the reconstruction of key segments of the corridor. However, in other instances, a combination of public funding resources (i.e., City, County, State, etc.) will be necessary in order to bring about the complete change envisioned as part of this Plan. In any case, the need for creative and comprehensive funding is critical. To help inform the prioritization of funding for the corridor, the section below discuss a hierarchy of priority segments in an effort to help the City strategically focus available resources.

The Ralston Avenue Corridor Study and Improvements Plan is estimated to cost about \$8 Million - \$10 Million and will require several funding sources. The Plan is designed to have a high likelihood of success for competitive grant funding, from federal grants to state, regional, and local sources. Grant programs often require a local match to receive funding. The City has already been very successful in securing some funding for the Corridor through bond grant opportunities, and allocation of some General Fund dollars. However, other strategies that could be utilized to help secure the additional funding needed to complete final design and reconstruction of the corridor are explored below.

Grant programs include the Caltrans Active Transportation Program (ATP), which is comprised of both federal and state funds. Belmont submitted an application to Caltrans for ATP funds for the Ralston Avenue Corridor Study and Improvements Plan in May 2014 and an application to the Metropolitan Transportation Commission (MTC) for Round 2 ATP funding in July 2014.

In the Bay Area, the Metropolitan Transportation Commission (MTC) requires Bay Area cities and counties to adopt complete streets resolutions in order to be eligible for One Bay Area Grant funding. San Mateo County has developed its policy requirement to be inclusive of the MTC requirement, so that local jurisdictions only needed to adopt one policy to comply with both requirements. A resolution adopting a Complete Street Policy was adopted by the City of Belmont on January 8, 2013.

There are other sources of funds, particularly at the regional or county level, that could fund part of the Plan, including programs that address school transportation, bicycle and pedestrian facilities, traffic signals, improvements near transit hubs (Priority Development Areas), and other elements.

The City can also consider other ways to implement portions of the Ralston Avenue Corridor Study and Improvements Plan. Some possible options are developer payments to mitigate project-specific impacts, development agreements, traffic impact fees applied to all development in the Corridor, and possibly General Fund money. General Fund money is typically limited and generally used to provide local matching funds for larger grant programs.

A traffic impact fee (TIF) program would review all planned development that may contribute to the need for the various improvements in the Corridor and would divide the cost of those improvements (or some percentage of the total cost) among the expected developments. TIF fees are typically imposed based on the projected trip generation from the project. The City of Belmont currently does not have a TIF program; to establish such a program would require a Nexus Study to establish the fee amount. An advantage of such a program is that each project’s ‘fair share’ of the improvement cost could be easily determined when the project is proposed.

In the absence of a TIF program, project-related traffic impacts and required mitigation must be determined on a project-by-project basis. Developments can be required to mitigate direct on-site and off-site traffic impacts, such as installing transportation improvements within the site and along the street frontage and at intersections and roadway segments affected by the project. When mitigation is determined on a project-by-project basis, the City must demonstrate that the required mitigation has a ‘nexus’ to the impact of the development and is ‘roughly proportional’ to the development’s impact. Where a project has an impact but the cost of a physical improvement may be excessive, the City may determine a fair share cost contribution toward specific improvements based on, for instance, the percent of peak hour or daily trips that the development contributes to the roadway or intersection. A fair share contribution is often used when there are identified improvements (such as those identified in the Ralston Avenue Corridor Study and Improvements Plan) and an associated cost estimate.

If a developer requests City approval of a development agreement, the City also can negotiate a contribution towards transportation improvements (i.e. road reconstruction, etc.) in the absence of an identified impact, when there is a deemed mutual benefit to the project and the community. With developer contributions, the City may be able to fund specific projects identified in the Plan.

In summary, there are various funding sources that may be available and should be considered to implement the Ralston Avenue Corridor Study and Improvements Plan.

Next Steps

In order to make the Ralston Avenue Corridor Study and Improvements Plan a reality, all of the strategies discussed previously should be explored as viable options for implementation. While a significant emphasis should be placed on securing financial resources and ensuring that the prioritization of those resources be programmed in an effective way, functional next steps will also include:

- Preparing design schematics and environmental documentation for the corridor to meet requirements of the California Environmental Quality Act and, where federal funds are anticipated, National Environmental Policy Act.
- Coordination with various stakeholders along the alignment to identify the roles of each as it relates to implementation of the conceptual design alternatives.
- Securing additional necessary funding and preparing full design plans for the highest priority segment(s) of the Corridor as the funding opportunities or circumstances present themselves to the City.
- An assessment of the potential benefits of a Traffic Impact Fee program.



STAFF REPORT

Meeting Date: August 26, 2014

Agenda Item # 11-A

Agency: City of Belmont

Staff Contact: Greg Scoles, City Manager (gscoles@belmont.gov)

Agenda Title: Designating Voting Delegate and Alternate for League of California Cities Annual Conference

Agenda Action: MOTION

Recommendation

It is recommended that the City Council designate a delegate for the League's Annual conference, and an alternate, if applicable.

Background

The League of California Cities requires that each City designate a representative and an alternate for the Annual Business Meeting held during the League's Annual Conference in Los Angeles from September 3-5, 2014.

In prior years, either a City Councilmember or the City Attorney has been delegated to represent the City of Belmont at the League of California Cities' Annual Meeting. As of this writing, no Councilmember has signed up to attend, although it is not too late to do so.

The City Clerk's Office will advise the League of California Cities regarding the Voting Delegate, and the City Manager's office will handle registration should one or more Councilmembers decide to attend the conference. If any Council member is considering attending the conference but is unsure at this time, staff recommends appointing that member as delegate in order to preserve the ability to vote.

The City Attorney will be attending this year's conference.

Analysis

The voting delegate must be registered for the conference and designated by the City Council. Attached to this report are the resolutions that will be considered at the Business Meeting, to be held on Friday afternoon at 12:00 p.m. Council may wish to discuss and give direction regarding any position on these resolutions.

Alternatives

1. Take no Action

Attachments

- A. Designation of Voting Delegate correspondence from the League of California Cities.
- B. Resolution Packet to be Considered at Conference

Fiscal Impact

- ☐ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☐ Council
☐ Staff
☐ Citizen Initiated
☒ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☒ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

* League of Californian Cities requires City Council action.

July 14, 2014

TO: Mayors, City Managers and City Clerks
League Board of Directors

RE: Annual Conference Resolutions Packet
Notice of League Annual Meeting

Enclosed please find the 2014 Annual Conference Resolutions Packet.

Annual Conference in Los Angeles. This year's League Annual Conference will be held September 3-5 in Los Angeles. The conference announcement has previously been sent to all cities and we hope that you and your colleagues will be able to join us. More information about the conference is available on the League's Web site at www.cacities.org/ac. We look forward to welcoming city officials to the conference.

Annual Luncheon/Business Meeting - Friday, September 5, 12:00 p.m. The League's Annual Business Meeting will be held at the Los Angeles Convention Center.

Resolutions Packet. At the Annual Conference, the League will consider the one resolution introduced by the deadline, Saturday, July 5, 2014, midnight. The resolution is included in this packet. Resolutions submitted to the General Assembly must be concurred in by five cities or by city officials from at least five or more cities. These letters of concurrence are included with this packet. We request that you distribute this packet to your city council.

We encourage each city council to consider the resolution and to determine a city position so that your voting delegate can represent your city's position on each resolution. A copy of the resolution packet is posted on the League's website for your convenience: www.cacities.org/resolutions.

The resolutions packet contains additional information related to consideration of the resolution at the Annual Conference. This includes the date, time and location of the meetings at which the resolution will be considered.

Voting Delegates. Each city council is encouraged to designate a voting delegate and two alternates to represent their city at the Annual Business Meeting. A letter asking city councils to designate their voting delegate and two alternates has already been sent to each city. Copies of the letter, voting delegate form, and additional information are also available at: www.cacities.org/resolutions. The deadline for submitting a voting delegate form prior to the Annual Conference is August 15, 2014.

**Please Bring This Packet to the Annual Conference
September 3 – 5, Los Angeles**



***Annual Conference
Resolutions Packet***

2014 Annual Conference Resolutions



116th Annual Conference

Los Angeles

September 3 - 5, 2014

INFORMATION AND PROCEDURES

RESOLUTIONS CONTAINED IN THIS PACKET: The League bylaws provide that resolutions shall be referred by the president to an appropriate policy committee for review and recommendation. Resolutions with committee recommendations shall then be considered by the General Resolutions Committee at the Annual Conference.

This year, one resolution has been introduced for consideration by the Annual Conference and referred to the League policy committees.

POLICY COMMITTEES: Two policy committees will meet at the Annual Conference to consider and take action on the resolution referred to them. The committees are Environmental Quality and Public Safety. These committees will meet on Wednesday, September 3, 2014, at the JW Marriott Hotel in Los Angeles. The sponsor of the resolution has been notified of the time and location of the meetings.

GENERAL RESOLUTIONS COMMITTEE: This committee will meet at 1:00 p.m. on Thursday, September 4, at the Los Angeles Convention Center, to consider the reports of the two policy committees regarding the resolution. This committee includes one representative from each of the League's regional divisions, functional departments and standing policy committees, as well as other individuals appointed by the League president. Please check in at the registration desk for room location.

ANNUAL LUNCHEON/BUSINESS MEETING/GENERAL ASSEMBLY: This meeting will be held at 12:00 p.m. on Friday, September 5, at the Los Angeles Convention Center.

PETITIONED RESOLUTIONS: For those issues that develop after the normal 60-day deadline, a resolution may be introduced at the Annual Conference with a petition signed by designated voting delegates of 10 percent of all member cities (47 valid signatures required) and presented to the Voting Delegates Desk at least 24 hours prior to the time set for convening the Annual Business Session of the General Assembly. This year, that deadline is 12:00 p.m., Thursday, September 4. If the petitioned resolution is substantially similar in substance to a resolution already under consideration, the petitioned resolution may be disqualified by the General Resolutions Committee.

Resolutions can be viewed on the League's Web site: www.cacities.org/resolutions.

Any questions concerning the resolutions procedures may be directed to Meg Desmond at the League office: mdesmond@cacities.org or (916) 658-8224

GUIDELINES FOR ANNUAL CONFERENCE RESOLUTIONS

Policy development is a vital and ongoing process within the League. The principal means for deciding policy on the important issues facing cities is through the League's eight standing policy committees and the board of directors. The process allows for timely consideration of issues in a changing environment and assures city officials the opportunity to both initiate and influence policy decisions.

Annual conference resolutions constitute an additional way to develop League policy. Resolutions should adhere to the following criteria.

Guidelines for Annual Conference Resolutions

1. Only issues that have a direct bearing on municipal affairs should be considered or adopted at the Annual Conference.
2. The issue is not of a purely local or regional concern.
3. The recommended policy should not simply restate existing League policy.
4. The resolution should be directed at achieving one of the following objectives:
 - (a) Focus public or media attention on an issue of major importance to cities.
 - (b) Establish a new direction for League policy by establishing general principals around which more detailed policies may be developed by policy committees and the board of directors.
 - (c) Consider important issues not adequately addressed by the policy committees and board of directors.
 - (d) Amend the League bylaws (requires 2/3 vote at General Assembly).

LOCATION OF MEETINGS

Policy Committee Meetings

Wednesday, September 3, 2014
JW Marriott Los Angeles Hotel
900 West Olympic Boulevard, Los Angeles

Environmental Quality: 9:00 a.m. – 10:30 a.m.
Public Safety: 10:30 a.m. – 12:00 p.m.

General Resolutions Committee

Thursday, September 4, 2014, 1:00 p.m.
Los Angeles Convention Center
1201 South Figueroa Street, Los Angeles

Annual Business Meeting and General Assembly Luncheon

Friday, September 5, 2013, 12:00 p.m.
Los Angeles Convention Center
1201 South Figueroa Street, Los Angeles

KEY TO ACTIONS TAKEN ON RESOLUTIONS

Resolutions have been grouped by policy committees to which they have been assigned.

Number	Key Word Index	Reviewing Body Action		
		1	2	3
		1 - Policy Committee Recommendation to General Resolutions Committee		
		2 - General Resolutions Committee		
		3 - General Assembly		

ENVIRONMENTAL QUALITY POLICY COMMITTEE

		1	2	3
1	Illegal Marijuana Grow Site			

PUBLIC SAFETY POLICY COMMITTEE

		1	2	3
1	Illegal Marijuana Grow Site			

Information pertaining to the Annual Conference Resolutions will also be posted on each committee's page on the League website: www.cacities.org. The entire Resolutions Packet will be posted at: www.cacities.org/resolutions.

KEY TO ACTIONS TAKEN ON RESOLUTIONS (*Continued*)

Resolutions have been grouped by policy committees to which they have been assigned.

KEY TO REVIEWING BODIES

1. Policy Committee
2. General Resolutions Committee
3. General Assembly

KEY TO ACTIONS TAKEN

- | | |
|---|---|
| A | Approve |
| D | Disapprove |
| N | No Action |
| R | Refer to appropriate policy committee for study |

ACTION FOOTNOTES

- * Subject matter covered in another resolution
- ** Existing League policy
- *** Local authority presently exists

- | | |
|-----|---|
| a | Amend+ |
| Aa | Approve as amended+ |
| Aaa | Approve with additional amendment(s)+ |
| Ra | Refer as amended to appropriate policy committee for study+ |
| Raa | Additional amendments and refer+ |
| Da | Amend (for clarity or brevity) and Disapprove+ |
| Na | Amend (for clarity or brevity) and take No Action+ |
| W | Withdrawn by Sponsor |

Procedural Note: Resolutions that are approved by the General Resolutions Committee, as well as all qualified petitioned resolutions, are reported to the floor of the General Assembly. In addition, League policy provides the following procedure for resolutions approved by League policy committees but *not* approved by the General Resolutions Committee:

Resolutions initially recommended for approval and adoption by all the League policy committees to which the resolution is assigned, but subsequently recommended for disapproval, referral or no action by the General Resolutions Committee, shall then be placed on a consent agenda for consideration by the General Assembly. The consent agenda shall include a brief description of the basis for the recommendations by both the policy committee(s) and General Resolutions Committee, as well as the recommended action by each. Any voting delegate may make a motion to pull a resolution from the consent agenda in order to request the opportunity to fully debate the resolution. If, upon a majority vote of the General Assembly, the request for debate is approved, the General Assembly shall have the opportunity to debate and subsequently vote on the resolution.

2014 ANNUAL CONFERENCE RESOLUTIONS

RESOLUTION REFERRED TO ENVIRONMENTAL QUALITY AND PUBLIC SAFETY POLICY COMMITTEES

- 1. A RESOLUTION CALLING UPON THE GOVERNOR AND THE LEGISLATURE TO CONVENE A SUMMIT TO ADDRESS THE DEVASTATING ENVIRONMENTAL IMPACTS OF ILLEGAL MARIJUANA GROWS ON BOTH PRIVATE AND PUBLIC LANDS THROUGHOUT CALIFORNIA AND THE INCREASING PROBLEMS TO PUBLIC SAFETY RELATED TO THESE ACTIVITIES BY WORKING IN PARTNERSHIP WITH THE LEAGUE OF CALIFORNIA CITIES TO DEVELOP RESPONSIVE SOLUTIONS AND TO SECURE ADEQUATE FUNDING FOR COST-EFFECTIVE IMPLEMENTATION STRATEGIES.**

Source: Redwood Empire Division

Concurrence of five or more cities/city officials: Cities of Arcata; Blue Lake; Clearlake; Cloverdale; Crescent City; Eureka; Fort Bragg; Healdsburg; Lakeport; Trinidad; and Ukiah

Referred to: Environmental Quality and Public Safety Policy Committees

Recommendation to General Resolutions Committee:

WHEREAS, public concerns in response to widespread damage to fish and wildlife resources and degradation to California's environment, and threats to public safety resulting from illegal marijuana cultivation statewide requires urgent action by the Governor and the Legislature, and

WHEREAS, local governments and the public support the State's primary objectives in complying with environmental laws including the Clean Water Act, Porter-Cologne Water Quality Control Act, and Endangered Species Act and are supported by substantial public investments at all levels of government to maintain a healthy and sustainable environment for future citizens of California, and

WHEREAS, illegal marijuana cultivation activities include habitat destruction and fragmentation, poaching wildlife, illegal water diversions, unregulated use of fertilizers, pesticides, insecticides, rodenticides, soil amendments contaminating land and waters without regard for the cumulative impacts to the environment or public health, and

WHEREAS, changing global climate conditions are posing escalated threats in California to health, well-being, nature and property; as evidenced by critical water shortages across the state due to prolonged drought conditions, and

WHEREAS, illegal water diversion for the purpose of cultivating marijuana plantations poses a direct threat to California's endangered and threatened anadromous fish species, including coho salmon, Chinook salmon, steelhead trout and other aquatic species, especially at critical life phases during seasonally low flow conditions; and

WHEREAS, California is a leader in the global effort to fight climate change and is pursuing a broad, integrated strategy to reduce greenhouse gas emissions and conserve energy, yet in a recent Lawrence Livermore Lab study estimated that upwards of 10% of electricity usage statewide can be attributed to indoor marijuana cultivation; these sites are often the causation of fires and home invasion incidents due to criminal activity, and

WHEREAS, the presence of illegal marijuana growing sites on State and federal public lands is creating unsafe conditions for visitors; these lands are taxpayer supported and intended to be managed for recreation, resource conservation and the enjoyment by the public, and

WHEREAS, increasing violence and threats to public safety related to illegal marijuana grows is contributing to a sense of lawlessness and impacting nearby communities where criminal activities are expanding, and

WHEREAS, the issue of illegal marijuana grows has reached a crisis level across the state as evidenced by the murder of former League Board member, Fort Bragg Councilmember and veteran forester Jere Melo who was fatally shot down while investigating a report of a marijuana grow on private timberlands in northern California.

RESOLVED, at the League General Assembly, assembled at the League Annual Conference on September 5, 2014 in Los Angeles, that the League calls for the Governor and the Legislature to work with the League and other stakeholders to convene a summit to address the devastating environmental impacts of illegal marijuana grows on both private and public lands and the increasing problems to public safety related to these activities.

FURTHER RESOLVED, that the League will work with its member cities to educate State and federal officials regarding emerging concerns from their communities and citizenry and to the challenges facing local governments. Therefore, we request the Governor and the Legislature to work with the League to provide responsive solutions with adequate funding support and effective State and federal government leadership to address widespread environmental damage and associated threats to public safety impacting every region in the State of California.

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Background Information on Resolution No. 1

Source: Redwood Empire Division

Background:

When California voters approved Proposition 215 in 1996 there was little thought given to a wide range of problems which have emerged in association with the increased availability and demand for marijuana. Cities within the Redwood Empire Division have grappled with the impacts of illicit marijuana grow sites for decades. Yet in recent years the environmental degradation from marijuana growing operations and public safety threats has grown exponentially. In 2011, Fort Bragg City Council Member Jere Melo was fatally shot while investigating illegal marijuana cultivation on private timber lands in Mendocino County.

Illegal marijuana cultivation activities are causing extreme environmental degradation including habitat destruction and fragmentation, illegal water diversions, killing and poisoning wildlife, unregulated use of fertilizers, pesticides, rodenticides contaminating land and polluting waters without regard for the cumulative impacts to the environment and the public's health and safety. It is expensive to remediate this environmental destruction that often destroys significant, federal, state, local, tribal and private investments in restoring or protecting the surrounding landscape.

Public concern for widespread, landscape-level environmental damage resulting from unregulated growing operations and escalating violent crimes associated with the marijuana industry has reached a tipping point across the state. The Redwood Empire Division joins with other cities throughout the state in a call for action to reverse these trends.

Current Problem Facing California's Cities:

Cities throughout California state have struggled with regulating medical marijuana dispensaries and grow houses along with the associated community impacts of those facilities and land use activities. Many unforeseen environmental impacts and public safety concerns are now emerging as a consequence of increased production and demand for marijuana.

Critical water shortages across the state due to prolonged drought conditions have resulted in the Governor declaring a Drought State of Emergency. Illegal water diversions for the purposes of cultivating marijuana plantations are increasing throughout the state. These activities impact agricultural production and domestic water use. The cumulative impacts to watershed health are considerable and pose direct threats to California's salmon, trout and other sensitive aquatic species, especially at critical life stages during seasonally low flow conditions. In addition, under drought conditions, the risk of fire is elevated. The presence of marijuana grow sites in fire prone areas contributes to potential wildfire risks at the Wildland/Urban Interface.

The presence of illegal marijuana growing sites on state and federal public lands creates unsafe conditions for visitors. These lands are managed with taxpayer support and are intended to be for enjoyment by the public, recreation and conservation. However, the increasing level of violence and threats to public safety related to illegal marijuana grows on both private and public lands are contributing to a sense of lawlessness and impacting nearby communities where criminal activities are expanding.

The lack of oversight of marijuana cultivation operations to ensure compliance with existing state and federal environmental regulations is impacting water quality and quantity statewide. The current legal and regulatory framework is inadequate to address numerous environmental issues, as well as public health and safety.

Redwood Empire Division Resolution:

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the rising threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions, and secure adequate funding for implementation strategies.

The issues surrounding marijuana production and distribution are complex and require a comprehensive statewide approach. California cities need to have a strong voice in this process. The mission of the League of California Cities is to enhance the quality of life for all Californians and we believe that our strength lies in the unity of our diverse communities on issues of mutual concern.

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League of California Cities Staff Analysis on Resolution No. 1

Staff: Tim Cromartie (916) 658-8252
Committee: Public Safety Policy Committee

Summary:

This Resolution seeks to highlight the environmental and public safety issues triggered by illegal marijuana cultivation, and calls upon the League, the Governor and the Legislature to take action by convening a summit to address the environmental impacts of such cultivation sites. It also calls upon the State of California to provide solutions in response, including sufficient funding to decisively address the problem.

Background:

The sponsor of this resolution argues that when California voters approved Proposition 215 in 1996, little thought was given to a wide range of problems which have emerged in association with the increased availability and demand for marijuana. Cities within the Redwood Empire Division have grappled with the impacts of illicit marijuana cultivation sites for decades. Yet in recent years the environmental degradation from marijuana growing operations and public safety threats has grown exponentially. In 2011, Fort Bragg City Council Member Jere Melo was fatally shot while investigating illegal marijuana cultivation on private timber lands in Mendocino County.

Illegal marijuana cultivation activities are causing extreme environmental degradation including habitat destruction and fragmentation, illegal water diversions, killing and poisoning wildlife, unregulated use of fertilizers, pesticides, rodenticides contaminating land and polluting waters without regard for the cumulative impacts to the environment and the public's health and safety. It is expensive to remediate this environmental destruction which often destroys significant, federal, state, local, tribal and private investments in restoring or protecting the surrounding landscape.

Critical water shortages across the state due to prolonged drought conditions have resulted in the Governor declaring a Drought State of Emergency. Illegal water diversions for the purposes of cultivating marijuana plantations are increasing throughout the state. These activities impact agricultural production and domestic water use. The cumulative impacts to watershed health are considerable and pose direct threats to California's salmon, trout and other sensitive aquatic species, especially at critical life stages during seasonally low flow conditions. In addition, under drought conditions, the risk of fire is elevated. The presence of marijuana grow sites in fire prone areas contributes to potential wildfire risks at the Wildland/Urban Interface.

The lack of oversight of marijuana cultivation operations to ensure compliance with existing state and federal environmental regulations is impacting water quality and quantity statewide. The current legal and regulatory framework is inadequate to address numerous environmental issues, as well as public health and safety.

Public concern for widespread environmental damage resulting from unregulated growing operations and escalating violent crimes associated with the marijuana industry has reached a tipping point across the state. The Redwood Empire Division joins with other cities throughout the state in a call for action to reverse these trends.

Note: The League of Cities has joined with the California Police Chiefs Association to co-sponsor legislation, SB 1262 (Correa), to establish a regulatory scheme for medical marijuana that protects local control, addresses the public safety concerns triggered by marijuana regulation, and imposes health and safety standards on marijuana for the first time. However, the measure does not address environmental issues, due to the expense and complexity associated with adding that objective to a bill that already has far-reaching regulatory goals combined with a critical need to contain state costs.

Fiscal Impact:

If the policy advocated by the Resolution is implemented by the state, there will be ongoing and unspecified costs to the State General Fund for enforcement activities, primarily in the rural counties where many of the illicit marijuana cultivation sites are located. Conservatively, the annual costs could run in the hundreds of thousands to low millions to patrol likely grow sites, crack down on illegal water diversion activities, and provide consistent environmental clean-up made necessary by illegal rodenticides and pesticides.

Comment:

To assure success, counties will have to be actively involved in any policy change geared toward rigorous and consistent enforcement against illegal marijuana grows, given the fact that many of the cultivation sites are located in rural areas under the direct authority of county governments. This will require a dialogue with counties, during which the question of local political will to enforce the law, in addition to securing the necessary funding, will arise. If counties should opt not to play an active part in an aggressive enforcement strategy, the chances of success are questionable.

Existing League Policy:

Related to this Resolution, existing policy provides:

- The League opposes the legalization of marijuana cultivation and use for non-medicinal purposes.
- Reaffirming that local control is paramount, the League holds that cities should have the authority to regulate medical marijuana dispensaries, cooperatives, collectives or other distribution points if the regulation relates to location, operation or establishment to best suit the needs of the community.
- The League affirms that revenue or other financial benefits from creating a statewide tax structure on medical marijuana should be considered only after the public safety and health ramifications are fully evaluated.

LETTERS OF CONCURRENCE

Resolution No. 1

Illegal Marijuana Grow Site



736 F Street
Arcata, CA 95521

July 2, 2014

City Manager (707) 822-5953	Environmental Services 822-8184	Police 822-2428	Recreation 822-7091
Community Development 822-5955	Finance 822-5951	Public Works 822-5957	Transportation 822-3775

José Cisneros, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution

Dear President Cisneros:

The Arcata City Council supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California, and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies. ALL of the rural areas adjacent to the City of Arcata and throughout Humboldt County have been greatly affected by the devastating environmental impacts of illegal marijuana grows!

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact me at any time at mwheatley@cityofarcata.org if you have any questions.

Sincerely,

Mark E. Wheatley, Mayor

cc: Kathryn Murray, President, Redwood Empire Division, c/o Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division, via email srounds@cacities.org



CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525
Phone 707.668.5655 Fax 707.668.5916

June 30, 2014

José Cisneros, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution

Dear President Cisneros:

The City of Blue Lake supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Lana Manzanita, Mayor Pro-Tem at 707-497-8159 or joe2zither1@gmail.com, if you have any questions.

Sincerely,

Lana Manzanita
Mayor Pro-Tem
City of Blue Lake

cc: Kathryn Murray, President, Redwood Empire Division c/o
Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division,
srounds@cacities.org



City of Clearlake

14050 Olympic Drive, Clearlake, California 95422
(707) 994-8201 Fax (707) 995-2653

July 2, 2014

José Cisneros, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution

Dear President Cisneros:

The City of Clearlake supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies. The City of Clearlake is experiencing significant issues with illegal grows in the city limits. Individuals are squatting on lands not belonging to them and planting large grows. Grows are being planted near and along creeks going through the city with unknown substances potentially leeching into the waterways. Others are renting properties and clear cutting them of oak and other trees for plant sites often without the knowledge of the property owner. Homeowners tell of not being able to enjoy their own properties with grow sites next to them creating untenable odors, spewing of foul language and concern of threats to their personal safety if they complain. We hear often the concern of increased crime due to the grows in the city.

As a member of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Joan Phillipe at 707-994-8201 x120 or city.administrator@clearlake.ca.us, if you have any questions.

Sincerely,

Joan L. Phillipe
City Manager

cc: Kathryn Murray, President, Redwood Empire Division c/o
Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division,
srounds@cacities.org



June 25, 2014

José Cisneros, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution

Dear President Cisneros:

The City of Cloverdale supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies. Throughout the Redwood Empire region including the City of Cloverdale, illegal marijuana grows negatively impact our environmental health and public safety. Last year, the Cloverdale Police Department eradicated over 300 plants within our City Limits. Please note that Cloverdale is a total of 2.5 square miles. These plants use scarce water resources during a water shortage emergency caused by the current drought and contribute to lawlessness that threatens the public safety of our citizens.

On a personal level, the City of Cloverdale continues to be heartsick for the loss of City of Fort Bragg Council Member JereMelo. Jere was murdered as a result of investigating an illegal marijuana grow. Jere was an exceptional leader in our region, the League of California Cities and the State of California. The City of Cloverdale misses him greatly.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Cloverdale City Manager Paul Cayler at 707-894-1710, if you have any questions.

Sincerely,

Carol Russell
Mayor
City of Cloverdale

cc: Kathryn Murray, President, Redwood Empire Division c/o
Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division,
srounds@cacities.org



*Mayor Rick Holley * Mayor Pro Tem Ron Gastneau*

Council Member Richard Enea * Council Member Kelly Schellong * Council Member Kathryn Murray
City Clerk Robin Patch * City Attorney Robert N. Black * City Manager Eugene M. Palazzo

June 23, 2014

José Cisneros, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution

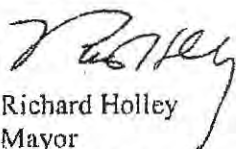
Dear President Cisneros:

The City of Crescent City supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies. Illegal marijuana grows have a devastating impact on the State and federal public lands surrounding our community. They create unsafe conditions for our visitors. The use of unregulated fertilizers, pesticides, insecticides and rodenticides contaminate the land and ground water.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Eugene Palazzo, City Manager at 707-464-7483 ex 232 or epalazzo@crescentcity.org, if you have any questions.

Sincerely,


Richard Holley
Mayor
Crescent City

cc: Kathryn Murray, President, Redwood Empire Division c/o
Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division,
srounds@cacities.org



CITY OF EUREKA

531 K Street • Eureka, California 95501-1146

CITY MANAGER

• (707) 441-4144

fax (707) 441-4138

June 26, 2014

José Cisneros, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution

Dear President Cisneros:

The City of Eureka supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies. Our city has seen an increase in gang activity and organized crime within the Greater Eureka Area as a result of illegal growing operations. Our law enforcement and community safety have been negatively impacted by these criminal activities.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact City Manager Greg Sparks at 707.441.4140 or gsparks@ci.eureka.ca.gov, if you have any questions.

Sincerely,

Greg L. Sparks
City Manager
City of Eureka

cc: Kathryn Murray, President, Redwood Empire Division c/o
Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division,
srounds@cacities.org



CITY OF FORT BRAGG

Incorporated August 5, 1889
416 N. Franklin St.
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802
<http://city.fortbragg.com>

June 23, 2014

José Cisneros, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution


Dear President Cisneros:

The City of Fort Bragg supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

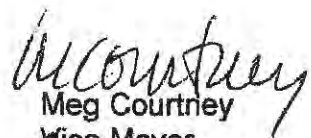
The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies. The City of Fort Bragg lost City Councilmember and former Mayor Jere Melo in August 2011 when he walked into an illegal grow site and was shot and killed by the person guarding said site.


As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact City Manager Linda Ruffing at 707-961-2823 or lruffing@fortbragg.com, if you have any questions.

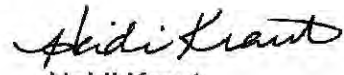
Sincerely,


Dave Turner
Mayor


Scott Deitz
Councilmember


Meg Courtney
Vice Mayor


Doug Hammerstrom
Councilmember


Heidi Kraut
Councilmember

cc: Kathryn Murray, President, Redwood Empire Division c/o Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division, srounds@cacities.org



CITY OF HEALDSBURG ADMINISTRATION

401 Grove Street
Healdsburg, CA 95448-4723

Phone: (707) 431-3317

Fax: (707) 431-3321

Visit us at www.ci.healdsburg.ca.us

June 30, 2014

José Cisneros, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution

Dear President Cisneros:

The City of Healdsburg supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact me either by phone at (707) 431-3317 or by e-mail at jwood@ci.healdsburg.ca.us if you have any questions.

Sincerely,

James D. Wood
Mayor
City of Healdsburg

cc: Kathryn Murray, President, Redwood Empire Division
c/o Sara Rounds, Regional Public Affairs Manager,
LOCC Redwood Empire Division, rounds@cacities.org

CITY OF LAKEPORT

*Over 100 years of community
pride, progress and service*



July 1, 2014

José Cisneros, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: ENVIRONMENTAL AND PUBLIC SAFETY IMPACTS OF ILLEGAL MARIJUANA GROWS RESOLUTION

Dear President Cisneros:

The City of Lakeport supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact me at (707) 263-5615, Ext. 12 or by email at kparlet@cityoflakeport.com if you have any questions.

Sincerely,

Kenneth Parlet, II
Mayor

cc: Kathryn Murray, President, Redwood Empire Division c/o
Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division, srounds@cacities.org

CITY OF TRINIDAD

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223
Fax: (707) 677-3759



July 2, 2014

José Cisneros, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution

Dear President Cisneros:

The City of Trinidad supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue.

Sincerely,

Julie Fulkerson
Mayor

Cc: Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division



City of Ukiah

June 30, 2014

José Cisneros, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Environmental and Public Safety Impacts of Illegal Marijuana Grows Resolution

Dear President Cisneros:

The City of Ukiah supports the Redwood Empire Division's effort to submit a resolution for consideration by the General Assembly at the League's 2014 Annual Conference in Los Angeles.

The Division's resolution seeks to address the devastating environmental impacts of illegal marijuana grows on both private and public lands throughout California and the increasing threat to public safety relating to these illegal sites. The resolution will provide the League with the direction to call upon the Governor and State Legislature to convene a summit to develop responsive solutions and to secure adequate funding for implementation strategies.

As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Jane Chambers, City Manager, at 7407-463-6210 or jchambers@cityofukiah.com, if you have any questions.

Sincerely,

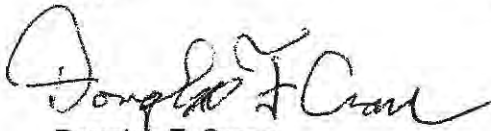


Philip E. Baldwin
Mayor

Mary Anne Landis
Vice Mayor



Benj Thomas
Councilmember



Douglas F. Crane
Councilmember



Steve Scalmanini
Councilmember

Cc: Kathryn Murray, President, Redwood Empire Division c/o
Sara Rounds, Regional Public Affairs Manager, LOCC Redwood Empire Division,
srounds@cacities.org



MEMO

Meeting Date: August 26, 2014

Agenda Item # 11B

Agency: City of Belmont

Contact: Warren Lieberman, Mayor

Agenda Title: Confirm Elected and Appointed Official Ethics Obligation Compliance and Continuing Appointments to Boards and Commissions

Agenda Action: Motion

Recommendation

Adopt a motion confirming the appointments of those appointed officials who are in compliance with their ethics obligations, including Form 700, AB 1234 Ethics Training and Acknowledgment of Code of Ethics and Conduct and vacating the appointment of any commissioner not in compliance.

Background

The City Council appoints the Finance Commission, Parks and Recreation Commission, the Planning Commission, an at-large member of the Tree Board, and one member of the Mosquito and Vector Control District. The Council has determined that it is important that all elected and appointed officials conduct themselves with integrity and in a manner that instills public confidence and trust. In order to further this objective, elected officials and individuals appointed to City Boards and Commissions are required to comply with the following ethics obligations:

Form 700 Filing

The California Political Reform Act (Act) requires that certain city officials file an annual financial statement, known as Statement of Economic Interests, Form 700, disclosing certain personal economic interests. Under Government Code Section 87200, officials required to file a Form 700 include city councilmembers, city treasurer, city manager, city attorney, planning commissioners, city public officials (including employees and consultants) who manage public investments, and public officials specified in the city's local conflict of interest code. Under Government Code Section 87300, every state and local government agency must adopt and regularly update a unique local conflict of interest code that lists each position within the agency filled by individuals who make or participate in making governmental decisions that could affect their personal economic interests, and assign disclosure categories specifying the types of interests to be reported on Form 700.

Financial disclosure alerts public officials to personal interests that might be affected while they are performing their official duties, i.e., making governmental decisions, and helps inform the public about potential conflicts of interest. The California Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the Form 700, and for interpreting the law's provisions.

AB 1234 Ethics Training

Assembly Bill No. 1234 (AB 1234) added Government Code Section 53235 which requires certain local officials including the city councilmembers and the members of the city's boards and commissions to complete periodic ethics training in general ethics principles and ethics laws. Training must be completed within one year of assuming office and every two years thereafter. The law requires the city to keep records indicating that the local officials have completed the training.

Code of Ethics and Conduct Acknowledgment

The City of Belmont has an adopted a Code of Ethics and Conduct for Elected and Appointed Officials that establishes performance and conduct expectations for the Council and for Boards and Commissions. The adopted Code of Ethics and Conduct contains a section on Ethical Standards and a section on Conduct which describes the manner in which officials should treat one another, City staff, the public and others with whom they may come in contact with while representing the City. The Code represents a compilation of requirements and policies taken from a variety of sources, including State law, Fair Political Practices Commission (FPPC) and Political Reform Act (Act) requirements and codes of conduct from several other California cities. The Code requires City Councilmembers and Boards and Commission members, to sign an acknowledgement that they have read, understand and agree to abide by the Code or be subject to removal.

The attached Ethics Compliance Report indicates that nearly all elected and appointed officials have completed their ethics obligations. The two appointed officials (shown on the Compliance Report) have indicated that they will not be submitting the acknowledgment required by the Code of Ethics and Conduct; accordingly it is the Mayor's recommendation to the Council that these positions be declared vacant.

Alternatives

1. Take no action
2. Provide staff with alternative direction

Attachments

- A. Elected and Appointed Ethics Compliance Report
- B. Code of Ethics and Conduct

Source:

- ☒ Council
- ☐ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☒ Council Vision/Priority
- ☐ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

Elected and Appointed Ethics Compliance Report

<u>Position</u>	<u>Name</u>		<u>Term Expires</u>	<u>Form 700</u>	<u>AB1234</u>	<u>Ethics & Conduct Code</u>
Council	Braunstein	David	2015	✓	✓	✓
Council	Lieberman	Warren	2017	✓	✓	✓
Council	Reed	Eric	2017	✓	✓	✓
Council	Stone	Charles	2017	✓	✓	✓
Council	Wright	Cathy	2015	✓	✓	✓
Finance Commission	Ashby	Dick	2017	✓	✓	✓
Finance Commission	Callagy	Lynnel	2015	✓	✓	✓
Finance Commission	Hayes	Steve	2017	✓	✓	✓
Finance Commission	Homsiak	Delores	2017	✓	✓	✓
Finance Commission	McCune	Tom	2016	✓	✓	✓
Finance Commission	Montgomery	Joyce	2016	✓	✓	✓
Finance Commission	Patel	Tracy	2015	✓	✓	✓
Parks & Rec Commission	Block	Thaddeus	2016	✓	✓	✓
Parks & Rec Commission	Bortoli	Richard	2015	✓	✓	✓
Parks & Rec Commission	Hunter	Carly	2015	N/A	N/A	✓
Parks & Rec Commission	Michaels	Craig	2015	✓	✓	✓
Parks & Rec Commission	Mittelstadt	Karl	2016	✓	✓	✓
Parks & Rec Commission	Runyan	Thea	2015	✓	✓	✓
Parks & Rec Commission	Singer	Alex	2016	N/A	N/A	✓
Parks & Rec Commission	Vargas	Stephanie	2016	✓	✓	✓
Parks & Rec Commission	Wright	Susan	2015	✓	✓	✓
Planning Commission	Goldfarb	Amy	2016	✓	✓	✓
Planning Commission	Herbach	Mark	2015	✓	✓	✓
Planning Commission	Hold	Karin	2016	✓	✓	not submitted
Planning Commission	Hurt	Davina	2016	✓	✓	✓
Planning Commission	Kim	Douglas	2015	✓	✓	✓
Planning Commission	MacDonald	Kerry	2016	✓	✓	✓
Planning Commission	Mercer	Kristen	2015	✓	✓	not submitted
City Clerk	Cook	Terri	2015	✓	✓	✓
City Tresurer	Violet	John	2015	✓	✓	✓
Mosquito/Vector Control	Leschyn	Wade	Dec-14	✓	✓	✓
At Large Tree Board	Mittelstadt	Karl	2015	✓	✓	✓



City of Belmont

Code of Ethics and Conduct For Elected and Appointed Officials

*"Always do right. This will gratify some people and
astonish the rest."*

-- Mark Twain

Adopted June 10, 2014 by Resolution 2014-095

Policy Purpose

The Belmont City Council adopts this Code of Ethics and Conduct to assure that all elected and appointed public officials conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of Belmont's City government.

A. **ETHICS**

The citizens and businesses of Belmont are entitled to have fair, ethical and accountable local government. To this end, the public should have full confidence that their elected and appointed public officials:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Are independent, impartial and fair in their judgment and actions;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.

Therefore, members of the City Council, City Treasurer, and City Clerk and of all Boards and Commissions shall conduct themselves in accordance with the following ethical standards:

1. **Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Belmont and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Belmont City Council, Boards and Commissions.
2. **Comply with both the spirit and the letter of the Law and City Policy.** Members shall comply with the laws of the nation, the State of California and the City of Belmont in the performance of their public duties. These laws include, but are not limited to: the United States and California constitutions; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.
3. **Conduct of Members.** The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, Boards and Commissions, the staff or public.
4. **Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by the City Council.
5. **Conduct at Public Meetings.** Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. **Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. When making adjudicative decisions (those decisions where the member is called upon to determine and apply facts peculiar to an individual case), members shall maintain an open mind until the conclusion of the hearing on the matter and shall base their decisions on the facts presented at the hearing and the law.
7. **Communication.** For adjudicative matters pending before the body, members shall refrain from receiving information outside of an open public meeting or the agenda materials, except on advice of the City Attorney. Members shall publicly disclose substantive information that is relevant to a matter under consideration by the body which they may have received from sources outside of the public decision-making process.
8. **Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good and compliance with conflict of interest laws, members shall use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions. Members shall not use their official positions to influence government decisions in which they have (a) a material financial interest, (b) an organizational responsibility or personal relationship which may give the appearance of a conflict of interest, or (c) a strong personal bias.

A member who has a potential conflict of interest regarding a particular decision shall disclose the matter to the city attorney and reasonably cooperate with the city attorney to analyze the potential conflict. If advised by the city attorney to seek advice from the Fair Political Practices Commission (FPPC) or other appropriate state agency, a member shall not participate in a decision unless and until he or she has requested and received advice allowing the member to participate. A member shall diligently pursue obtaining such advice. The member shall provide the Mayor and the city attorney a copy of any written request or advice, and conform his or her participation to the advice given. In providing assistance to members, the city attorney represents the City and not individual members.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and if they have a conflict of interest regarding a particular decision, shall not, once the conflict is ascertained, participate in the decision and shall not discuss or comment on the matter in any way to any person including other members unless otherwise permitted by law.

9. **Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.
10. **Confidential Information.** Members must maintain the confidentiality of all written materials and verbal information provided to members which is confidential or privileged. Members shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

11. **Use of Public Resources.** Members shall not use public resources which are not available to the public in general (e.g., City staff time, equipment, supplies or facilities) for private gain or for personal purposes not otherwise authorized by law.
12. **Representation of Private Interests.** In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any Board, Commission or proceeding of the City, nor shall members of Boards and Commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.
13. **Advocacy.** Members shall represent the official policies or positions of the City Council, Board or Commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Belmont, nor will they allow the inference that they do. Councilmembers and Board and Commission members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during Council meetings, Board/Commission meetings, or other official City meetings.
14. **Policy Role of Members.** Members shall respect and adhere to the council-manager structure of Belmont City government as outlined in the Belmont City Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by City staff, Boards and Commissions, and the public. Except as provided by the City Code, members shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.
15. **Independence of Boards and Commissions.** Because of the value of the independent advice of Boards and Commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of Board and Commission proceedings.
16. **Positive Work Place Environment.** Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

B. CONDUCT GUIDELINES

The Conduct Guidelines are designed to describe the manner in which Councilmembers and Board and Commission members should treat one another, City staff, constituents, and others they come into contact with while representing the City of Belmont.

1. Elected and Appointed Officials' Conduct with Each Other in Public Meetings

Elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal

should be acknowledged even though individuals may not agree on every issue.

(a) *Honor the role of the chair in maintaining order*

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

(b) *Practice civility and decorum in discussions and debate*

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not require nor justify, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.

(c) *Avoid personal comments that could offend other members*

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of this discussion.

(d) *Demonstrate effective problem-solving approaches*

Members have a public stage and have the responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

2. **Elected and Appointed Officials' Conduct with the Public in Public Meetings**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

(a) *Be welcoming to speakers and treat them with care and gentleness.*

While questions of clarification may be asked, the official's primary role during public testimony is to listen.

(b) *Be fair and equitable in allocating public hearing time to individual speakers.*

The chair will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three minutes with applicants and appellants or their designated representatives allowed additional time. If many speakers are anticipated, the chair may shorten the time limit and ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

(c) *Practice active listening*

It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be conscious of facial expressions, and avoid those that could be interpreted as "smirking," disbelief, anger or boredom.

(d) *Maintain an open mind*

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials. To express an opinion or pass judgment before the close of a public hearing casts doubt on a member's ability to conduct a fair review of the issue. This is particularly important when officials are making adjudicative decisions.

(e) *Ask for clarification, but avoid debate and argument with the public*

Only the chair – not individual members – can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

3. **Elected and Appointed Officials' Conduct with City Staff**

Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and City staff who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

(a) *Treat all staff as professionals*

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

(b) *Do not disrupt City staff from their jobs*

Elected and appointed officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend City staff meetings unless requested by staff – even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, may intimidate staff, and hampers staff's ability to do their job objectively.

(c) *Never publicly criticize an individual employee*

Elected and appointed officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the city manager through private correspondence or conversation. Appointed officials should make their comments regarding staff to the city manager or the Mayor.

(d) *Do not get involved in administrative functions*

Elected and appointed officials acting in their individual capacity must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

(e) *Do not solicit political support from staff*

Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

(f) *No Attorney-Client Relationship*

Members shall not seek to establish an attorney-client relationship with the city attorney, including his or her staff and attorneys contacted to work on behalf of the City. The city attorney represents the City and not individual members. Members who consult with the city attorney cannot enjoy or establish an attorney-client relationship with the attorney.

4. **Council Conduct with Boards and Commissions**

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

(a) *If attending a Board or Commission meeting, be careful to only express personal opinions*

Councilmembers may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

(b) *Limit contact with Board and Commission members to questions of clarification*

It is inappropriate for a Councilmember to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

(c) *Respect that Boards and Commissions serve the community, not individual Councilmembers*

The City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. But Board and Commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political "reward."

(d) *Be respectful of diverse opinions*

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair and respectful of all citizens serving on Boards and Commissions.

(e) *Keep political support away from public forums*

Board and Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support

Board and Commission members who are running for office, but not in an official forum in their capacity as a Councilmember.

C. SANCTIONS

(a) *Acknowledgement of Code of Ethics and Conduct*

City Councilmembers who do not sign an acknowledgement that they have read, understand and agree to abide by this Code of Ethics and Conduct shall be ineligible for intergovernmental assignments or Council subcommittees. Board and Commission members, who do not sign an acknowledgement that they have read, understand and agree to abide by this Code of Ethics and Conduct may be subject to removal from office.

(b) *Ethics Training for Local Officials*

City Councilmembers, City Treasurer, City Clerk, Board and Commission Members who are out of compliance with State or City mandated requirements for ethics training shall not represent the City on intergovernmental assignments or Council subcommittees, and may be subject to sanctions.

(c) *Councilmember Behavior and Conduct*

The Belmont Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the Belmont City Council, Boards and Commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of Boards and Commissions and the Mayor and Council have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

City Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City of Belmont and with intergovernmental agencies) or other privileges afforded by the Council. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by the Council.

Councilmembers should point out to the offending Councilmember infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Vice Mayor.

It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

(d) *Board and Commission Members Behavior and Conduct*

Counseling, verbal reprimands and written warnings may be administered by the Mayor to Board and Commission members failing to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Copies of all written reprimands administered by the Mayor shall be distributed in memo format to the chair of the respective Board or Commission, the city clerk, the city attorney, the city manager, and the City Council.

The City Council may impose sanctions on Board and Commission members whose conduct does not comply with the City's policies, up to and including removal from office. Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation.

When deemed warranted, the Mayor or majority of Council may call for an investigation of Board or Commission member conduct. Also, should the city manager or city attorney believe an investigation is warranted, they shall confer with the Mayor or Council. The Mayor or Council shall ask the city manager or the city attorney to investigate the allegation and report the findings.

These sanctions are alternatives to any other remedy that might otherwise be available to remedy conduct that violates this code or state or federal law. In order to protect and preserve good government, any individual including the city manager and the city attorney after complying with Rule 3-600(B) of the State Bar Rules of Professional Conduct, who knows or reasonably believes a member acts or intends or refuses to act in a manner that is or may be a violation of law reasonably imputable to the organization, or in a manner which is likely to result in substantial injury to the organization, may report the violation to the appropriate governmental authorities.

D. IMPLEMENTATION

As an expression of the standards of conduct for members expected by the City, the Belmont Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, this document shall be included in the regular orientations for candidates for City Council, City Treasurer, City Clerk, applicants to Board and Commissions, and newly elected and appointed officials. Members entering office shall sign a statement acknowledging they have read, understand and agree to abide by this Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be periodically reviewed by the City Council, Boards and Commissions, and updated it as necessary.

I affirm that I have read, understand and agree to abide by the City of Belmont Code of Ethics and Conduct for Elected and Appointed Officials.

Signature

Date